

C  
G75 H  
1919/RD

# GRACELAND COLLEGE BULLETIN

VOLUME 14

LAMONI, IOWA, JUNE, 1920

NUMBER 2



CONTAINING CATALOG 1919-1920

**ANNOUNCEMENTS 1920-1921**

Published Quarterly by Graceland College  
Lamoni, Iowa



Digitized by the Internet Archive  
in 2012 with funding from  
University of Illinois Urbana-Champaign

<http://archive.org/details/gracelandcol1920grac>

# GRACELAND COLLEGE AND CONSERVATORY OF MUSIC

## A Junior College

Fully Standardized  
and Officially Accredited  
by

The State University of Iowa  
and

The North Central Association of Colleges

Twenty-Fifth Year



Register of Students 1919-20

Program of Courses 1920-21



LAMONI, IOWA

## BOARD OF TRUSTEES

Term Expires April 25, 1921

T. A. Hougas, Farmer, Macedonia, Iowa.

C. B. Woodstock, Superintendent of Schools, Pisgah, Iowa.

Term Expires April 25, 1922

J. W. Wight, Minister, Lamoni, Iowa.

John F. Garver, Secretary of Board.

George N. Briggs, President Graceland College.

Term Expires April 25, 1923

Albert Carmichael, General Manager and Treasurer of Herald Publishing House, Bishop Lamoni Stake, Chairman Board of Trustees, Lamoni, Iowa.

Walter E. Hayer, Business Man, Lamoni, Iowa.

## CALENDAR

The academic year consists of thirty-six weeks, exclusive of vacations.

### 1920

September 16 .....	Registration and Classification
September 17 .....	Opening Exercises
September 17 .....	Organization of Classes
September 18 .....	Annual Reception to Students by Faculty
September 24 .....	Faculty Recital
December 22, 4 p. m. ....	Holiday Recess Begins

### 1921

January 4 .....	Work Resumed 7.30 a. m.
January 28 .....	First Semester Ends
January 31 .....	Second Semester Begins
June 4 .....	Athenian Graduation
June 5 .....	Baccalaureate Sermon
June 6 .....	Graduate Recital
June 7 .....	Graduate Recital
June 8 .....	Class Day and Athenian Festival
June 8 .....	Commencement

The first day of each semester is Registration Day. Students are expected to register on or before that day. A fee of \$1 will be charged for late registration.

## LECTURES, RECITALS, AND ENTERTAINMENTS 1918-19

- |           |   |
|-----------|---|
| September | 4—Registration.<br>5—Opening Address, Hon. George S. Dick,<br>Department Public Instruction, Des Moines.<br>6—Faculty Reception.<br>12—Faculty Recital.   |
| October   | 2—Educational Films.<br>9—Educational Films.<br>12—College Day Program.<br>16—Educational Films.<br>Athletic Benefit Program.<br>17—Illustrated Lecture in honor of Columbus Day, H. H. Smith.<br>Athletic Benefit Program.<br>22—Talk, "Flying," Lieutenant R. A. Wight.<br>23—Educational Films.<br>27—Roosevelt Address, Reverend Cottingham.<br>29—"Carrying the Message to Garcia," Miss Whiting.<br>30—Educational Films. |
| November  | 5—Talk, "Banking," Oscar Anderson.<br>6—Educational Films.<br>7—Athenian Program.<br>11—Athenian Program.<br>13—Educational Films.<br>18—Athenian Program.<br>20—Educational Films.<br>21—Glee Club Concert.<br>25—Talk, "Nauvoo," Miss Layton.<br>26—Educational Film.   |
| December  | 2—Athenian Program.<br>3—Address, J. A. Gillen.<br>4—Educational Films.<br>5—Athenian Program.<br>9—Athenian Program.<br>Scientific Lecture, Montraville Wood.<br>11—Educational Films.<br>16—Athenian Program.<br>17—Declamatory Contest.  |
| January   | 6—Talk, "League of Nations," H. H. Smith.<br>7—Talk, "League of Nations," H. H. Smith.<br>8—Educational Films.<br>9—Talk, "League of Nations and the Peace Treaty," H. H. Smith.  |

- 12 to 16—Religious Education Lectures," President  
F. M. Smith.  
13—Athenian Program.  
15—Educational Film.  
20—Athenian Program.  
24—New York Madrigal Singers.  
30—Talk, "Alaska," H. H. Smith.
- February 3—Athenian Program.  
Impersonation, Phidelah Rice.  
5—Educational Films.  
10—Athenian Program.  
12—Educational Films.
- February 17—Athenian Program.  
19—Academy Debate, Graceland vs. Villisca.  
23—Athenian Program.  
24—Whittemore Trio.  
25—Educational Films.  
24 to 26—Religious Education Lectures, E. A.  
Smith.  
27 and 28—Minstrel Show.
- March 2—Athenian Program.  
4—Educational Films.  
8—Athenian Program.  
10—Educational Films.  
11—Community Band Concert.  
10 to 12—Religious Education Lectures, Bishop B.  
R. McGuire.  
16—Athenian Program.  
18—Educational Films.  
19—Reilley Program.  
20—French Play.  
21 and 23—Community Chorus Concerts.  
25—Athenian Program.  
30—Athenian Program.
- April 1—Oratorical Contest.  
2—Educational Films.  
19—Educational Films.  
20—Athenian Program.  
22—Educational Films.  
27—Athenian Program.
- 28 and 29—Talk, "The Process of Election," H. H.  
Smith.  
30—Educational Films.
- May 4—Athenian Program.  
5—Address, E. D. Moore.  
6—Educational Films.

June

- 7.—Talk, "The Process of Election," H. H. Smith.
- 11—Athenian Program.
- 12—Talk, "Our Ancestors," H. H. Smith.
- 13—Undergraduate Recital.
- 28—Graduate Recital.
- 29—Athenian Graduation.
- 30—Baccalaureate Sermon, Apostle Myron McConley.
- 31—Graduate Recital.
- 1—Graduate Recital.
- 2—Class Day and Athenian Festival.
- 2—Commencement. Address by Hon. Nate Kendall.

## FACULTY

**GEORGE N. BRIGGS, B. A., B. D.,**

Iowa State Teachers College; State University of Iowa; University of Chicago; Superintendent Schools, Lamoni, Iowa, 1897-1901; Division Superintendent of Schools in the Philippine Islands, under the United States Government, 1901-09; Superintendent of the Philippine Normal School, 1909-1910; Special Representative of the Philippine Bureau of Education in the United States, 1910-14; Special Agent of the United States Bureau of Education, 1914-15.  
*President.*

**J. A. GUNSOLLEY, B. S., B. ACCTS.,**

Western Normal College.

*Principal of Commercial School.*

*Business Manager and Treasurer.*

**FLOYD M. McDOWELL, B. A., M. A., PH. D.**

State University of Iowa, Clark University.

*Psychology and Education, Dean of the Junior College.*

**CHARLES E. IRWIN, B. A.,**

University of Kansas. Graduate Student, University of Iowa, University of Chicago.  
*Social Science.*

**GUSTAV A. PLATZ, A. A., B. S.,**

Graceland College, University of Iowa, University of Nebraska.

*Science and Mathematics.*

**ESTHER IRENE LAYTON, B. S., B. A., M. A.,**

State Normal College, Warrensburg, Missouri, University of Michigan.  
*English.*

**JUNE WHITING, B. A.,**

University of Minnesota, University of Montana.

*English and Public Speaking.*

**CYRIL E. WIGHT,**

Graceland College.

*Religious Education.*

**DAVID W. HOPKINS, A. A., B. A.,**

Graceland College, University of Iowa.

*Public Speaking.*

**DANIEL B. SORDEN, B. A.,**

Graceland College, Kingfisher College. University of Iowa.

*History and Director of Extension.*

**JOHANNES C. BERGMAN, B. A.,**  
State University of Iowa.

*Romance Languages.*

**CLAIRE VAN EATON,**  
Graceland College, Gregg School of Shorthand, Chicago.  
*Shorthand and Typewriting.*

**MARJORIE GUNSOLLEY, A. A.,**  
Graceland College.

*Typewriting.*

**\*PAUL N. CRAIG,**

Graduate New York School of Art. Pupil of Mrs. W. N. Robinson and Professor Grosch, both of Kansas City, Missouri. Pupil of Chicago Musical College. Pupil of Oscar Saenger, New York.

*Director of School of Music, Voice, and History of Music.*

**FRED E. MOLLISON,**

Pupil of H. A. Vander Cook, Chicago, Illinois. Pupil of Virtuoso Cornet School, Buffalo, New York. Graduate of Niles Bryant school of Piano Tuning, Battle Creek, Michigan. Several years professional experience under capable directors.

*Band and orchestra instruments and directing.*

**BELLE PATTERSON**

Graduate New England Conservatory of Music. Pupil of Charles Dennee. Harmony with Mr. Benjamin Cutler. Theory with Mr. L. C. Elson. Piano with Mr. Isaac Van Grove, Chicago.

*Piano and Harmony.*

**BERTHA BURGESS,**

(Graceland College, Chicago Musical College.  
*Voice.*

**\*LONZO JONES,**  
Graceland College.

*Dean of the Dormitories.*

**RAY WHITING**  
*Dean of Men.*

**VIDA E. SMITH,**  
*Dean of Women.*

**LYDA ELEFSON, A. A.,**  
Graceland College, State Teacher's College.

*Librarian and Curator.*

---

\*On leave of absence 1920-21.

## LECTURERS

SAMUEL A. BURGESS,  
*Philosophy and Government.*

A. M. CARMICHAEL,  
*School Administration.*

AUGUSTINE DWYER,  
*Travel and Literature.*

J. A. GILLEN,  
*Authority.*

J. F. GARVER,  
*Atonement.*

G. LEONARD HARRINGTON,  
*Health.*

J. AUGUST KOEHLER,  
*Agency.*

BENJAMIN R. MCGUIRE,  
*Law of Property; Zion.*

ELBERT A. SMITH,  
*The Holy Spirit.*

MABEL K. SMITH,  
*Home Economics.*

WALTER W. SMITH,  
*Psychology and Education; Religion.*

FREDERICK M. SMITH,  
*Relation of Church to Society.*

HENRY C. SMITH,  
*Architecture.*

T. W. WILLIAMS,  
*Public Speaking.*

## GENERAL INFORMATION

### HISTORY AND ORGANIZATION

Graceland College was organized by order of the General Conference of the Reorganized Church of Jesus Christ of Latter Day Saints. The establishment of the college was determined in 1890 and its educational work begun on September 17, 1895. The corner stone of the present College building was laid November 12, 1895, and the building opened for school work, January, 1897.

A Board of Trustees has general charge of the business management of the institution. It consists of seven members, who hold office for a term of three years each. The members of this board are elected by the General Conference of the said Reorganized Church, and manage all of its business, select the president of the College and members of the faculty. The immediate management of the College is in charge of the president of the College, the board extending to him liberal powers to act.

In the Articles of Incorporation of the College, it is declared that the College shall be "for the benefit of all persons who are able to enter the same as provided in the course of study, without distinction of sex, caste, or religion"; and it is further enjoined "that the College shall never be sectarian in its work or instruction, but its advantages and privileges shall be open to all alike."

The professors and teachers are selected upon their merits and ability to impart instruction. Inasmuch as the College was founded and supported by a religious body, the Reorganized Church of Jesus Christ of Latter Day Saints, this declaration of impartiality and nonsectarianism is almost unique in its liberality.

This ideal has been strictly maintained, and while every effort is made to surround the students of the College with moral and Christian influences, neither faculty nor students are restricted as to their religious privileges, nor hindered from the free exercise of their denominational preferences.

The object of the establishment of Graceland College was to provide an institution of higher learning, affording the means of acquiring the best possible education. Nobility of character and proficiency of scholarship were to be corner stones of its educational system. The situation of the Col-

lege in a progressive and law-abiding community, high in moral excellence, is a material advantage. As regards the quality of its educational training, it is sufficient to state that while the College does not profess to compete in the extensiveness of its curriculum nor in endowments with the great colleges and universities, it does propose to offer, in the branches of study for which it makes provision, work of the most advanced type, conducted on modern methods, and comparing favorably with the corresponding work of any institution. The trustees are determined to secure the maintenance of a high standard of scholarship.

#### ACCREDITED

*Graceland is a Junior College fully standardized and officially accredited by the State University of Iowa and by the North Central Association of Colleges and Secondary Schools whose graduates are granted the degree of Associate in Arts (A. A.) by authority of charter from the State of Iowa.*

*This degree admits to the third or junior year of any university or college in the United States belonging to the American Association of Colleges and Universities and also prepares one for those professional courses requiring two years of college preparation for admission.*

*Graduates with fifteen hours of work in education including psychology, principles of education, history of education, school hygiene, school administration, observation and teaching, are granted a State teacher's certificate without examination. This can be renewed every five years without examination so long as the graduate remains in the teaching profession, thus amounting to practically a life State certificate.*

#### LOCATION

The College is situated within the town of Lamoni, Iowa, about three miles from the Missouri boundary. The College building is about one mile from the business center of town, with good walks all the way. Its location is upon high, rolling ground, well drained. The main building is 50 by 80 feet, three stories and a basement. Marietta Hall and Patroness Hall are located within one hundred and fifty feet of the main College building with the central heating plant about one hundred feet south of Marietta Hall. The farmhouse, which is the third dormitory, is some eight hundred feet from the College building, with a good cinder walk.

The College building, Patroness Hall and Marietta Hall, are heated by steam from the central heating plant. The

farm is heated with hot air furnace. All are lighted with electricity. The College building and the two halls are also equipped with modern plumbing and town water and bath rooms within. Marietta Hall is also equipped with shower bath.

Of the College Addition, twenty acres were donated by Mrs. M. Walker; thirteen and one third by Mr. W. A. Hopkins; and six and two thirds by Mrs. M. A. Wickes; twenty-six and two thirds acres were purchased, as was also the forty acres of the farm with improvements.

Patroness Hall was named in honor of the Patroness Society, which has rendered very material assistance to the College since its organization.

Marietta Hall was named in honor of Mrs. Marietta Walker, and was erected by the Industrial Department with student labor.

#### DORMITORIES

There are dormitory accommodations for one hundred fifty students on the College grounds. Marietta Hall and Patroness Hall have been built by funds contributed for the purpose. The rooms are light, well-ventilated, and comfortably furnished. Each building has electric lights, steam heat, toilets and baths.

The personal conduct of students living at the dormitories is at all times under the immediate supervision of the Dean of Men and the Dean of Women respectively, who with the Faculty make all necessary regulations, not otherwise provided for, pertaining to the student life.

Marietta Hall accommodates twenty-six students on three floors. Patroness Hall accommodates forty-four women on the second and third floors, with a general kitchen, dining room, reception room, and matron's room on the first floor, and fruit, fuel, and vegetable rooms in the basement.

Expenses per week for students at these buildings will be as follows: Board, \$5.25, room, including heat and light, \$1.75.

These prices are subject to market conditions of food supplies and may be advanced if found necessary and will be reduced if found possible.

A limited number of men can engage comfortably-furnished rooms at the College farmhouse, near by, and take their meals at the general dining room. The rate to such students will be \$6.50 per week throughout the year.

In all cases, payment for accommodation at the dormitories must be cash in advance, or some other satisfactory arrangement with the college treasurer. Payment for room

must be made in advance for the semester or year. Board must be paid for one month in advance at least. Two students occupy each room, and when a student requires a room to himself, if a room is available for single occupancy, double price for room will be charged.

Transients may secure meals at 40 cents each, purchasing tickets at the treasurer's office. Those taking one or two meals a day regularly will purchase coupon books; lodging, 40 cents, when available.

#### NEEDED ARTICLES

*Each student must provide himself with six towels, a pair of blankets, one quilt, a small rug, three sheets, four pillow cases, and any other accessories he may desire.*

#### RESERVATION OF ROOMS

Particular rooms may be engaged in advance by making application to the Business Manager and depositing a forfeit of five dollars (said amount being credited on the first month's room rent) in accordance with the following consideration, viz:

By noon of Commencement Day, all present occupants of rooms in any dormitory must have made application to retain their rooms, if they so desire, and have made the necessary deposit. All other applications, accompanied by the deposit, will be received, dated, and placed on file, and rooms assigned in proper order, after above date.

In case of withdrawal charge for board at one dollar a day will be made up to the time the room is surrendered and the Treasurer so notified. No deductions will be made for temporary absences during the year.

#### THE COLLEGE FARM

The College Farm of forty acres, together with the original College plat, makes a tract of one hundred six and two thirds acres most of which is used for farming purposes. The farm is fairly well stocked and equipped, furnishing good facilities for the teaching of agriculture. There is an old orchard and also one recently set out. Considerable gardening is done with special reference to supplying the tables of the boarding department with fresh, dried and canned fruits and vegetables. A fine dairy herd is maintained which supplies our tables with a large part of the dairy products used.

#### THE LIBRARY

The library consists of over nine thousand selected

volumes and is of very material assistance in the work of the college. Many standard magazines are taken and placed on the tables of the reading room. Among them are the following: *Literary Digest*, *Independent*, *Harpers*, *Review of Reviews*, *Outlook*, *North American Review*, *Current Opinion*, *School and Society*, *Journal of History*, *System*, *Correct English*, *Scientific American*, *Zion's Ensign*, *Saints' Herald*, *Chicago Tribune*, *Register and Leader*, *New Republic*, *The Review*.

#### THE MUSEUM

The museum is comprised of twelve well-filled cases, one for coins and scrip, one for early books and manuscripts, one for ethnology, two for anthropology, one for historical material, one for geology, one for zoology, one for botany, and the remainder for mineralogy and miscellany. Small additions have been made during the past year. Contributions are solicited.

### ORGANIZATIONS

#### ATHLETICS AND PHYSICAL TRAINING

Athletics is in charge of the General College Athletic Association. Football, baseball, basket ball, track, tennis, and other forms of athletics are engaged in. A managing board composed of one member of the Board of Trustees, one member of the Faculty, and one from the student body has general control of all athletic activities.

All forms of athletics are encouraged so far as is consistent with college work. Through the assistance of the United States Government provision is made for military drill as one form of physical training.

As it is natural for the young to give vent to their superfluous energies and enthusiasm by means of athletic sports, a director of athletics has been secured whose aim is not only to instruct in physical exercises, but also to see that such enthusiasm is kept under proper restraint and guided into proper channels; that the proper moral atmosphere shall pervade all sports and contests; that the principles of right, truth, and fairness may characterize such contests and be instilled into the minds of the young. Physical training is required of all students unless specially excused by the Faculty.

#### MEMORIALS

The class of 1898 donated a sundial to celebrate its fifteenth anniversary. The class of 1915 left as a monument to its memory a fountain for the campus and the class of 1916 installed, and with appropriate exercises, formally presented it to the College. The class of 1918 presented the

College with War Savings Stamps, the proceeds at the close of the war being used for the purchase of a permanent memorial in the shape of an electric program clock. The class of 1919 presented a bronze tablet as an Honor Roll to the memory of the classmates who made the supreme sacrifice in the World War. The Class of 1920 presented a number of very fine pictures to adorn the walls of the new building. It is sincerely hoped that other classes will follow these examples and put something in the College of use or ornamentation as a slight token of their appreciation and esteem for their Alma Mater.

#### ORATORICAL CONTEST

The Athenian Literary Society holds an annual oratorical contest to which all students of the College are eligible; a prize of twenty-five dollars is awarded to the winner. This contest affords an excellent opportunity for students to develop in public speaking.

#### STUDENTS' LITERARY SOCIETY

The Athenian Literary Society was organized for the purpose of giving the students an opportunity to appear before audiences. *All students, unless excused by the Faculty, are required to do literary work.* It is expected that much care and attention will be given to this work, as the purpose is to improve the students in composition and delivery. Special records of such work are kept and become a part of the scholastic records of the students concerned. The work consists of music, elocution, public speaking, and debate. The meetings are held every Saturday night during the school year.

#### PATRONESS SOCIETY

An organization known as the Patroness Society of Graceland College was formed for the purpose of assisting the institution in any way they could. This is a real "booster" organization, for since beginning work this organization has raised, by various methods, upwards of five thousand dollars for the benefit of the College. This amount has been judiciously expended in the following and other ways: The cement walk leading from town to the College, a lighting plant, the furniture for the President's office, a hundred dollars to the library, two thousand dollars to the building and equipment of Patroness Hall, named in honor of said society, a refrigerator for the boarding department, and many other things. The society has done much to cultivate the spirit of sociability in Lamoni, and has kept the college spirit keenly alive.

## RELIGIOUS EXERCISES

At Graceland College, the necessity of full development is recognized. Athletics and physical culture together with the industrial work, take care of one feature. A course of study in the hands of careful teachers, gives the mental culture, but it is also recognized that the religious and spiritual side of man's nature requires consideration and development. The school is nonsectarian and no attempt is made at compulsory instruction, but in chapel services, and special lectures, an effort is made to consider the relation of science, philosophy, and religion to everyday life, and so secure widest possible development.

Devotional exercises are held in the College chapel every morning except Saturday and Sunday. All students are expected to attend unless excused by the President.

Regular Sabbath services are conducted at the Saints' chapel. At the morning service at 11 o'clock all students are expected to be present unless they are regular attendants elsewhere. The students are cordially invited to attend all the services of the church.

Young people's prayer meetings are held in the College chapel, and elsewhere.

## LECTURES

During the year lectures are given in the College chapel, by members of the Faculty and others. These lectures cover a wide range of subjects. Ministers in the missionary field and others kindly respond to invitations to address the students. These addresses are always full of interest.

Under the auspices of the Booster Club, the College maintains a lecture course which gives opportunity to hear good platform talent.

## HONORS

**State Honor Scholarship:** Granted by the Iowa State Board of Education each year to some member of the graduating class of each accredited institution for maintaining the highest rank in scholarship during the preparatory course.

**Junior College Honor Scholarship:** Granted to the graduate of the Junior College course who maintains the highest rank in scholarship during the entire College course.

*To be eligible for either of these honor scholarships the two years preceding graduation must have been spent in Graceland.*

**Oratorical:** Granted to the winner of the annual oratorical contest.

Declamatory: Granted to the winners of first and second places in the annual declamatory contest, the winner of first place representing the institution in the State contest, the winner of second place entering the county contest.

Debate: Granted to winner of the college and academy annual debates. The winners (three on each debate) represent the institution in the inter-collegiate and inter-academy debates.

#### RULES AND REGULATIONS

All students must maintain quietness in the College building at all times, and on the College grounds at and after 8 p. m.

No student residing at the dormitories may be absent after 8 p. m. (1) except as permission may be granted by the dean, and (2) excepting Wednesday and Sunday evenings, for religious services, and Friday for College functions.

All students must be in their rooms at and after 10 p. m. unless extension of time has been granted by the dean.

No student may indulge in dancing, the use of playing cards, tobacco, or intoxicants, profanity or rude or improper conduct.

No hazing or 'so-called' initiation ceremonies are permitted.

All student functions must be chaperoned by a person or persons appointed by the local committee.

Devotional exercises are held in the College chapel every morning except Saturday and Sunday; all students are required to attend unless excused properly.

All students taking meals at the Patroness Hall are expected to be on time for meals at the regular hour posted or announced. The men will leave the building promptly at the close of all meals.

Lights will be turned out at 10.30. Lamps or other means of lighting will be permitted after regular hour only in the case of sickness or emergencies, and may be procured by application to the dean.

The use of chafing dishes, electric hot plates and stoves and the like, in cooking of any kind, will be allowed only by arrangement with the dean.

The kitchen, dining hall, and other parts of the premises are in their nature private, and only those whose employment makes it necessary are permitted to have access to them, except as permission may be given by those in charge.

Women students rooming at the dormitories will be al-

lowed to receive and entertain gentlemen friends as provided for in the following:

1. She is at liberty to accept the attentions of a gentleman friend only upon written permission to do so given by her parents or guardian through the office of the President of the College.

2. She may receive and entertain company at the Hall only on Friday evenings from 7.30 to 10.00 o'clock, in the public reception room, and by arrangement with the dean.

3. She may, by arrangement with the dean, accompany a gentleman friend on Sunday evenings to church services, and to lectures and other college functions, returning promptly, and dismissing her escort at once upon reaching the Hall.

### TUITION AND FEES

#### JUNIOR COLLEGE

The tuition fee is \$100, payable in advance, otherwise \$55 per semester, payable at the beginning of each semester. The fee includes registration, except late registration and laboratory fees.

*Laboratory Fees.*—These fees are payable in advance. See the individual courses for the amount of the fee.

#### ACADEMY

*Tuition Fee.*—Ninety dollars per year in advance, or \$50 per semester in advance.

#### THE COMMERCIAL SCHOOL

*Tuition.*—One hundred dollars per year, or \$55 per semester, in advance.

#### SCHOOL OF MUSIC

*Tuition.*—Semester of eighteen weeks.

Piano.—Two lessons per week, \$45.

Piano.—One lesson per week, \$25.00.

Voice.—Two lessons per week, \$45.00.

Voice.—One lesson per week, \$25.00.

Band and Orchestra instruments.—One lesson per week, \$25.00; two lessons per week, \$45.00.

Guitar and Mandolin.—One lesson per week, \$25.00; two lessons per week, \$45.00.

Harmony.—\$15.00.

Normal Training in Piano.—\$15.00.

History of Music.—\$8.00.

Glee Club, Band and Orchestra.—\$1 per semester, to cover cost of music.

## DEPARTMENT OF PUBLIC SPEAKING

*Tuition.*—Semester of eighteen weeks.

Two private lessons per week, \$45.00.

One private lesson per week, \$25.00.

Class lessons daily, \$10.00.

*Miscellaneous.*—Two private lessons per week in oratory and daily class work, \$50.00.

Beginners under twelve years of age in all departments of music and oratory: two lessons per week, \$30.00; one lesson per week, \$16.00.

*Athletic Fee.*—Two dollars per semester payable at beginning of each semester. Required of all students.

Private lessons from assistants in departments will be 75% of the regular tuition rate.

*Diploma Fee,* college, \$5; other departments, \$3.

Students registering for six or less hours' work in Collegiate, or one course in Academic or Commercial departments will be charged only half tuition; above that, full tuition. However, students taking two lessons a week in Music or Public Speaking may pay pro rata of hours.

For late registration, after Saturday of first week, or after first day of second semester, a fee of \$1 will be charged.

For special semester examination a fee of \$1 will be charged.

If tuition and other fees payable in advance are not paid in the first ten days of a semester, an addition of \$2 is made for deferred payment, and until fees are paid the students' registration is considered provisional.

IT IS DISTINCTLY UNDERSTOOD THAT EACH STUDENT IS ENTERED FOR THE SCHOOL YEAR AND IS ACCEPTED WITH THE UNDERSTANDING THAT HE WILL REMAIN FOR THE EXAMINATIONS AT END OF SCHOOL YEAR.

NO REFUNDS ARE MADE, ON ACCOUNT OF WITHDRAWAL, EXCEPT ON CERTIFICATE OF PHYSICIAN FOR STUDENT'S SERIOUS ILLNESS.

Diplomas are not issued nor credits granted until all fees and accounts are settled.

## ESTIMATED EXPENSE FOR ONE YEAR

College fees, including tuition .....	\$ 90.00 to \$100.00
Board .....	240.00 to 300.00
Laundry .....	10.00 to 20.00
Books .....	10.00 to 15.00
Incidentals .....	5.00 to 25.00
	<hr/>
	\$355.00 to \$460.00

## SCHOLARSHIPS

A number of scholarships have been issued by the College and are now in the hands of private patrons, who are often willing to confer the same for one or more years upon worthy students desirous of attending College; these scholarships cover tuition fees, but not registration, diploma, laboratory, or other incidental fees where such are imposed.

The College invites subscriptions to its scholarships and trusts that a considerable number may be taken up by those desiring to foster educational progress. The Secretary of the Board of Trustees or the President of the College will always be glad to respond to any inquiries.

The College authorities would be pleased to see as many of these scholarships as possible used to help deserving high school graduates to the attainment of a regular college course, and that in any case preference should be given to students pursuing their studies for periods of not less than two years.

By action of General Conference the College Day collection, taken throughout the church the first Sunday in October of each year, is devoted to the granting of scholarships insofar as there may be need for it. This will provide between thirty and forty scholarships and early application should be made for them in order to receive full consideration.

## INDUSTRIAL DEPARTMENT

The Industrial Department is prepared to give employment to a limited number of responsible young men and young women who wish to defray a part or all of their expenses by their own labors while attending College. This work includes a variety of employments: janitorships, firemen, gardeners, choremen, kitchen and dining room help, teamsters, general farm help, and the like.

In order that there may be a perfect understanding, a simple form of contract will be provided to be signed by each student regularly employed, and a cash deposit or guarantee, not exceeding five dollars, will be required from each; said deposit or guarantee to be an evidence of good faith and to cover any loss to the department through carelessness or neglect of the student. Any part of said sum remaining at the expiration of the contract will be returned to the student. A uniform wage of twenty-five cents per hour is allowed students for all classes of work.

Prospective students desiring to partake of the benefits of the Industrial Department should communicate at an early date with the Business Manager.

A number of young people can obtain employment in the homes or business houses of Lamoni. The College will do everything possible to enable deserving and energetic students to earn their way.

#### BOOKS AND SUPPLIES

For the convenience of the students a supply store is conducted by the College, where all kinds of stationery needed, books, sheet music, etc., may be purchased. The margin of profit is so small that it necessitates a strictly cash basis. To facilitate this, students will be required to purchase, for cash, coupon books to the amount of ten dollars, the amount of each purchase being torn off each time. What ever amount is unused at the time the student leaves College will be refunded in cash.

## JUNIOR COLLEGE

The Junior College prepares the high school graduate for entrance into the junior year of the standard college or university or for entrance to professional courses requiring two years of college work as preparation such as medicine, law, journalism, commerce, dentistry, etc. The work offered is the equivalent of the first two years of the standard university or college course of Liberal Arts. Students completing the course are granted the degree of Associate in Arts (A. A.) by authority of the State of Iowa.

### REQUIREMENTS FOR ADMISSION

Candidates for admission to the Junior College must pass satisfactory examinations or produce certificates of graduation from an accredited high school or academy.

This certificate, showing all subjects pursued in the high school, length of time studied, hours per week and grade received, should be sent to the President of the College in advance of the student's arrival if possible. It will greatly facilitate admission.

Fifteen units are required for entrance as follows:

- 3 in English.
- 1 in History.
- 2 in Mathematics.
- 9 elective.

Elective credits will be given for such courses as are listed in the Academic Department and to the amount that is there specified.

### REQUIREMENTS FOR GRADUATION

For graduation from the Junior College the candidate must meet the following requirements:

1. He must have satisfactorily met all entrance requirements.
2. He must have completed sixty semester hours of work as follows:

	Hours
English .....	14
History .....	6
*Modern Languages .....	8 or 14
Mathematics .....	5
Science .....	10
Elective .....	17 or 11
Total .....	<hr/> 60

---

\*Students who present for entrance four units in one foreign language, or two units in each of two foreign languages are exempted

3. He must meet the requirements in literary society work and physical training.

The electives may be chosen from the following groups provided that no more than fifteen hours be chosen from any one group.

English	History	Botany
French	Political Economy	Chemistry
German	Political Science	Geology
Greek	Psychology	Mathematics
Latin	Sociology	Physics
Public Speaking	Education	Zoology

## ENGLISH

**COURSE I.** Rhetoric and Composition.  
 General review of rhetorical principles.  
 Weekly theme writing. Study of paragraphing and the four forms of composition, based upon study of English essays and short stories from best authors.  
 Reading: Spencer, Milton, Tennyson, Dickens, Thackeray, Hugo, Arnold, Newman. Reporting upon current literature.  
 Three hours per week throughout the year.

**COURSE II.** Origin and development of the drama. Study of versification.  
 Reading: Study and reading in class, Shakespeare, Hamlet, and King Lear; Tennyson—Idylls of the King; Carlyle—Heroes and Hero Worship; Byron, Burns, Keats, Shelley, Wordsworth, Browning—Selections.  
 Three hours per week throughout the year.

## EDUCATION

**COURSE I.** General Psychology. This course will emphasize the more important features of the structure and functioning of the mind. Pillsbury's Essentials in Psychology, Read's In-

---

from this requirement. Those who present for entrance at least two units in a single foreign language are required to pursue courses in modern language for one year only, otherwise a second year of the same language is required.

troductory Psychology, James's Briefer Course in Psychology, and Titchener's Text-book in Psychology will be used as guides. The work will be supplemented by lectures and experimental work. Laboratory fee \$2 per semester. Three hours per week throughout the year.

**COURSE II.** History and principles of Education. A general survey of ancient, medieval and modern educational theories and institutions, with special attention to their bearing upon present day educational problems. A thorough study of the fundamental principles of the science of education, in its biological, psychological, and sociological aspects. Course I a prerequisite. Five hours per week for one semester.

**COURSE III.** School Hygiene. This course seeks to emphasize the chief problems of school hygiene. Terman's Hygiene of the School Child and Terman and Hoag's Health Work in the Schools will be used as texts. Lectures, class work and assigned readings. Three hours per week for one semester.

**COURSE IV.** School Administration, Observation and Teaching. A general treatment of the administrative problems of teaching and a study of the relations obtaining between the teacher and the pupil, the teacher and the principal, the teacher and the community, the teacher and the State. The most important part of this course consists of observation and teaching under the supervision of the head of the department as critic teacher. Much attention is given to the mastery and organization of the subject matter as a prerequisite to the teaching. The teaching is done in the academy connected with the college and requires three to five hours of teaching per week. Laboratory fee \$3 per semester. Credit of five hours per semester is given.

#### STATE TEACHER'S CERTIFICATE

*The work of the department of education of Graceland is fully accredited by the Iowa State Board of Educational Examiners. Graduates who have fifteen hours in psychology, principles of education, history of education, school*

hygiene and administration, observation and teaching will be granted a State teacher's certificate by the Iowa State Board of Educational Examiners. This certificate can be renewed every five years without examination so long as the graduate remains in the teaching profession, thus amounting to practically a life State certificate. Owing to the high standard of the Iowa State Board and the reciprocal relations existing between Iowa and the other States Iowa certificates will be accepted in most of the states of the union. Thus Graceland graduates will be recognized wherever they desire to teach in the United States.

BY LAW EFFECTIVE JULY 4, 1919, A TEACHER WHO HAS COMPLETED A TWO-YEAR COURSE IN EDUCATION IN A SCHOOL WHOSE DIPLOMA IS RECOGNIZED BY THE STATE BOARD OF EDUCATIONAL EXAMINERS, AND WHO HOLDS A STATE CERTIFICATE, RECEIVES A MINIMUM SALARY OF \$80 PER MONTH. AFTER TWO YEARS SUCCESSFUL TEACHING EXPERIENCE THE MINIMUM IS ONE HUNDRED DOLLARS PER MONTH.

#### Program for the State Certificate Course.

##### FRESHMAN YEAR

First Semester	Second Semester
General Psychology 3 hours	General Psychology 3 hours

##### SECOND YEAR

History and Principles of Education 5 hours.	Administration, Methods, and Practice Teaching 5 hours.
--	---

#### HISTORY AND SOCIAL SCIENCE

- COURSE I. European History. A general course in the history of Europe, covering the medieval and modern periods. Textbooks, lectures, and collateral reading. Intended for Freshman. Three hours per week throughout the year.
- COURSE II. American Political History. A systematic study of the general history of the United States. Especial emphasis will be given to the development of the Constitution and to the history of American politics since the formation of the Union. Three hours per week for one semester.
- COURSE III. Political Science. A study of the organization and actual workings of American Gov-

ernment in all of its branches, national, State, and local.

Three hours per week for one semester.

**COURSE IV.** Economics. A study of the beginnings of commerce and industry, followed by an introduction to the leading principles of economic science.

Three hours per week for one semester.

**COURSE V.** Principles of Sociology. The relation of sociology to the other social sciences; the physical and psychical aspects of association; the process of socialization; social genesis; social values and social welfare.

Three hours per week for one semester.

*Courses II and III will alternate with courses IV and V every other year.*

## MODERN LANGUAGES

### GERMAN

**COURSE I.** Elementary German. Grammar; pronunciation and conversation; special drill in verb forms and syntax; dictation; short pieces of easy German prose. Text: "Sprach und Lesebuch" Gohdes and Buschek.

Five hours per week for the first semester.

**COURSE II.** Reading, Syntax, and Composition. Drill in grammar; German dictation with intensive composition work; reading and memorizing poetry and songs; study of German geography and customs. Reading: From such works as: "Marchen," Grimm; "Immensee," Storm; "Der Zerbrochene Krug," Zschokke; "Die Nonna," Baumbach; "Höher Als Die Kirche," Hillern; "L' Arrabbiata," Heyse; "Rosenresli," Spyri; "Germelhausen," Gerstacker.

Five hours per week for the second semester.

**COURSE III.** Advanced Reading. Extensive reading of more difficult modern German prose from authors as Wildenbruch, Seidel, Rosegger, Schrakamp, Keller, C. F. Meyer, etc. General study of German literature, legends of old German heroes, German essays and conversations.

Three hours per week throughout the year.

**FRENCH**

- COURSE I. Cerf and Giese "Beginning French," Roux's "Elementary French Reader," Labiche and Martin "Voyage de M. Perrichon," Nicolas "Carnet de Campagne," The Monthly Magazine, "Le Monde Francais."  
Four hours per week throughout the year.
- COURSE II. Reading Syntax and Composition. This course aims to give a good knowledge of the spoken language. Intensive composition. Reading from such authors as Labiche, Mérimée, Halévy, Bazin, Pailleron, About.  
Three hours per week throughout the year.
- COURSE III. Advanced French. Selected masterpieces of French literature, both classical and modern; Corneille, Racine, Molière, Hugo, Sand, Balzac, Daudet, Rostand, etc. Study in very brief outline of the corresponding periods of the literature.  
Three hours per week throughout the year.

**SPANISH**

- COURSE I. Sinongan "A Foundation Course in Spanish," Broomhall "Spoken Spanish," the Monthly Magazine, "El Panorama," Valera's "El Pajaro Verde," Alarcon—"Novelas Cortas," Gutierrez—"El Trovador," Rouessler and Remy's Spanish Reader.  
Four hours per week throughout the year.
- COURSE II. Second year Spanish composition, syntax, and reading. Conversation will also be emphasized. Such modern authors as Calderon, Moratin, Larra, Valera, Ibanez, and Caballero will be studied.  
Three hours per week throughout the year.

**ANCIENT LANGUAGES****GREEK**

- COURSE I. Gleason's Greek Primer, first semester. Xenophon's Anabasis Book, first and second semester. Goodwin's Greek Grammar.  
Five hours per week throughout the year.
- COURSE II. Books 1, 2, 3, Xenophon's Anabasis, first semester. Selection from Homer's Iliad, second semester.  
Four hours per week throughout the year.

**LATIN**

- COURSE I.** Selections from Books 1, 21, 22, Livy, first semester. De Senectute or De Amicitia and Horace's Odes and Epodes, second semester. Five hours per week throughout the year.
- COURSE II.** Horace's Satires and Epistles, first semester. Cicero's Tusculan Disputation second semester. Three hours per week throughout the year.

**MATHEMATICS**

- COURSE I.** College Algebra. Review of the fundamental operations of algebra; simple and quadratic equations; systems of simultaneous equations; proportion and variation; progressions; the binomial theorem; exponential and logarithmic series; theory of equations. Five hours per week for one semester.
- COURSE II.** Plane Trigonometry. Trigonometric functions of acute angles; use of the table of natural functions; logarithms; the right triangle; trigonometric functions of any angle; functions of the sum or the difference of two angles; the oblique triangle; practice in the use of the transit; computations by logarithms and applications to physics and engineering. Five hours per week for one semester.
- COURSE III.** Analytic Geometry. Plane and solid analytic geometry and introduction to calculus. Five hours per week for one semester.
- COURSE IV.** Differential Calculus. This course is designed to develop a thorough understanding of the fundamental principles of the differential calculus, illustrating them with as large a body of applications as possible. Five hours per week for one semester.
- COURSE V.** Integral Calculus. Continuation of course IV. Includes supplementary work in the applications of the calculus to geometry, differential equations and mechanics. Five hours per week for one semester.

**SCIENCE**

- COURSE I.** Animal Biology. Lectures and laboratory work introductory to the entire field of animal life—structure, life history, physiology, ecol-

ogy. The lectures deal primarily with the facts of evolution and the development and functions of the various parts of an animal. The laboratory work is given to a study of the structure of animals. Dissection will be largely supplemented by examination of microscopic slides and prepared specimens. Laboratory fee seven dollars per semester. Two lecture and three laboratory periods per week throughout the year.

- COURSE II.** Chemistry. The lecture periods in this course will consist of written exercises, solving of problems, writing and balancing of equations, supplemented by class demonstrations. Also an introduction to the properties and characteristics of various elements along with fundamental laws and theories.

#### LABORATORY WORK

Consists of general experiments in which the various elements and chemical laws and theories are studied. Nine weeks of basis qualitative analysis is also given.

Laboratory fee seven dollars per semester. Three lecture periods and two laboratory periods per week throughout the year.

- COURSE III.** College Physics. A continuation of elementary physics with more elaborate and advanced study. The course supplements the usual high school course, so that the two courses together form a thorough course in general physics. Laboratory fee five dollars per semester. Five hours per week throughout the year.

#### PUBLIC SPEAKING

Students who are candidates for graduation from the Department of Public Speaking may schedule for a maximum of nine hours per semester in these special subjects and are required to have a total of twenty-six semester hours for the entire course. Those who are candidates for the degree of Associate in Arts will receive credit towards such degree for a maximum of fourteen semester hours in courses in Public Speaking.

Two private lessons weekly are required of candidates for graduation from the Public Speaking Department.

**PUBLIC SPEECH**

- COURSE I.** A course required of all first year students. A drill in the fundamentals of speech including the study of the voice, correct pronunciation, articulation, emphasis, extemporaneous speaking based on the four forms of composition. One hour per week throughout the year.

**ADVANCED PUBLIC SPEECH**

- COURSE II.** A study of informal public address; impromptu and extemporaneous speaking; forms of the occasional address. Three hours per week throughout the year.

**ARGUMENTATION AND DEBATING**

- COURSE III.** A presentation of the principles of argumentation and debate, written arguments, brief drawing, class debates on questions of present day interest. Two hours per week throughout the year.

**ORAL INTERPRETATION**

- COURSE IV.** A study of the various forms of literature with oral interpretation to develop skill in expression and an appreciation of literature. Memory work required. Three hours per week throughout the year.

**THE READING OF DRAMA**

- COURSE V.** Oral interpretation of dramatic literature; the study of modern drama from the viewpoint of presentation; principles of stage expression and coaching for amateurs. Memory work required. Two hours per week throughout the year.

**STORY TELLING.**

- COURSE VI.** A study of Childhood literature—fables, myths, folk lore. Story telling in the elementary school required. Two hours per week throughout the year.

## ACADEMY

There are many students residing in the country or in small towns who do not have the privilege of attending a high school. There are others who have attended high school but have not been able to cover all the work usually completed in a high grade city school. A number of both of these classes of students desire further work of high school grade, in order either that they may have a more efficient general education or that they may specifically prepare for entrance into a college of liberal arts. Such will find everything they can reasonably desire in the curriculum of this course. The program of studies extends over four years and is equivalent to the four-year courses of the best city high schools.

Students who would like to undertake this work but are not competent in the common studies will generally require an extra year, and should register, for the first year, in the Preparatory Course, which is outlined on page 39.

Graceland Academy is a fully accredited institution and graduates will be admitted to any college or university in the United States on the same basis as graduates from regularly accredited high schools.

### CONDITIONS OF ADMISSION

Candidates for admission must have completed, in school, eighth grade work or its equivalent. Students from an accredited high school will be given advanced standing according to the number of credits they have received. Certificates showing credits earned must be submitted in order to secure advanced standing. Students who have not sufficient preliminary credits may be assigned to the Preparatory Course outlined on page 39.

Students not from an accredited high school and who desire advanced standing may take an examination covering the work of the year or years from which they desire to be excused. In no case will a student be allowed to obtain a certificate without having attended for a minimum of two semesters.

### REQUIREMENTS FOR GRADUATION

Candidates for graduation must have 15 units of credit as follows:

2 in any one foreign language.

1 in Geometry.

2 in History.

5½ electives.

3 in English.

Physical Training.

1½ in Algebra.

Literary Society.

## STANDARD COURSE

## FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
English	English
Algebra	Algebra
General Science	Ancient History
Latin, French, or German	Latin, French, or German

## SECOND YEAR

English	English
Plane Geometry	Plane Geometry
Medieval History	Modern History
Latin, French, or German	Latin, French, or German

## THIRD YEAR

English	English
Algebra	
2 Electives	3 Electives
Chemistry	Chemistry
English History	Commercial History
Home Economics	Home Economics
Latin, French, or	Latin, French, or
German	German
Wireless	Wireless
	Physical Geography
	Solid Geometry
	Agriculture

## FOURTH YEAR

4 Electives	4 Electives
English	English
Physics	Physics
American History	Civics
Economics	Sociology
Zoology	Botany
Home Economics	Home Economics

## ACADEMIC--COMMERCIAL COURSE

First and second years of standard course

**THIRD YEAR**

<i>First Semester</i>	<i>Second Semester</i>
English	English
Algebra	Commercial Arithmetic
Stenography	Stenography
Salesmanship	Commercial Law
Spelling	Typewriting

**FOURTH YEAR**

	<b>English</b>
Economics	Civics
Bookkeeping	Bookkeeping
Typewriting	Typewriting
Stenography (Dictation)	Penmanship

*Graduation from either of the above courses admits to the freshman year of the Junior College, the State University of Iowa, or any other institution belonging to the American Association of Colleges and Universities.*

A typewriter fee of \$5.00 per semester will be charged for the last two years of the commercial course.

All subjects taken must be chosen from the following list, in which the maximum and minimum number of units of credit allowed is indicated.

	<b>Maximum</b>	<b>Minimum</b>
English .....	4	3
Algebra .....	1½	1
Plane Geometry .....	1	1
Solid Geometry .....	½	½
History .....	4	1
Civil Government .....	½	½
Latin .....	4	2
German .....	3	2
French .....	3	2
Physics .....	1	1
Chemistry .....	1	1
Botany .....	1	½
Zoology .....	1	½
Physical Geography .....	½	½
Physiology .....	½	½
Elementary Psychology .....	½	½
Economics .....	½	½

Methods .....	$\frac{1}{2}$	$\frac{1}{2}$
Bookkeeping .....	1	$\frac{1}{2}$
Commercial Geography .....	$\frac{1}{2}$	$\frac{1}{2}$
Commercial Law .....	$\frac{1}{2}$	$\frac{1}{2}$
Commercial Arithmetic .....	$\frac{1}{2}$	$\frac{1}{2}$
Manual Training .....	1	$\frac{1}{2}$
Bible Pedagogy .....	$\frac{1}{2}$	$\frac{1}{2}$
Agriculture .....	$\frac{1}{2}$	$\frac{1}{2}$
Public Speaking .....	$\frac{1}{2}$	$\frac{1}{2}$
Home Economics .....	2	1
Wireless .....	1	1
General Science .....	$\frac{1}{2}$	$\frac{1}{2}$
Stenography .....	$1\frac{1}{2}$	1
Stenotypy .....	$1\frac{1}{2}$	1

## ENGLISH

## COURSE I.

Grammar, Composition, Literature.

Review of grammar. An elementary course in composition, oral and written.

Readings for class use: Poe, Gold Bug; Hawthorne, Twice Told Tales; Keller, Story of My Life; Franklin, Autobiography; Scott, Ivanhoe; Shakespeare, Merchant of Venice; Tennyson, Enoch Arden.

General Reading selected from the following: Sketch Book, Man Without a Country, Ben Hur, Uncle Tom's Cabin, Last Days of Pompeii, Leatherstocking Tales, Laddie, Treasure Island, The Promised Land, Wild Animals I Have Known.

## COURSE II.

Rhetoric and Literature.

Principles of rhetoric. Oral and written composition. Reading for class use: Elliot, Silas Marner; Palmer, Alice Freeman Palmer; B. T. Washington, Up from Slavery; Lincoln, Speeches; Old Testament Narratives; Shakespeare, Julius Cæsar; Lowell, Vision of Sir Launfal.

General Reading selected from the following: Lorna Doone, Travels With a Donkey, As You Like It, Thaddeus of Warsaw, Scottish Chiefs, David Copperfield, The Crisis, Tom Sawyer, Huckleberry Finn.

## COURSE III.

Rhetoric, Literature, and History of American Literature.

Reading for class use: Hawthorne, House of Seven Gables; Webster, First Bunker Hill

Oration; Grayson, Adventure in Contentment; short stories; poetry corresponding to the different periods in American Literature.

General Reading from the following: Oregon Train, Innocents Abroad, Red Rock, Bret Harte's works, Siwash Stories, contemporary stories and essays.

#### COURSE IV.

History of English Literature.

Study of the short story, reviewing of magazine articles, debating, book reviewing. A thorough review of English grammar.

Reading for class use: Tennyson, Idylls of the King; Milton, L'Allegro and Il Penseroso; Shakespeare, Macbeth; Ruskin, Sesame and Lillies; Macaulay on Johnson; selections from Burns, Wordsworth, Shelly, Keats, Browning, Gray; Dickens, A Tale of Two Cities.

General reading from the following: The Bluebird, The Servant in the House, The Vicar of Wakefield, The Alhambra, Kenilworth, A Certain Rich Man, The Talisman, Henry Fifth.

#### ACADEMY FRENCH

##### COURSE I.

Texts: Cerf and Giese "Beginning French," The Monthly Magazine, "Le Monde Francais." Walter-Ballard's "Beginner's French," Gyp—"Petit Bleu."

Meras "Le second Livre."

Five hours per week throughout the year.

##### COURSE II.

Advanced work in grammar and prose composition. Texts: "Contes Divers," Helene Howitt; George Sand, "La Mare an Diable." Meras "Le second Livre."

Five hours per week throughout the year.

#### GERMAN

##### COURSE I.

Grammar. Pronunciation and conversation: reading and memorizing poetry. Dictation: One hundred pages of simple German.

Texts: Sprach und Lesebuch, Gohdes and Buschek. Gluck Auf, Muller and Weneckebach. Immensee, Storm.

##### COURSE II.

Advanced work in grammar. Prose composition; a study of German poetry.

Reading: From such works as: "In St. Jorgen," Storm; "Das Edle Blut," or "Kindertranen," Wildenbruch; "Edle Herzen," Seidel

and Rosseger; "Der Schwiegersohn," Baum-bach; "Schwarzwaldeut," Roedder; "Der Fluch der Schönheit," Riehl; "Wilhelm Tell," Schiller.

Texts: Lehrbuch der Deutschen Sprache, Spanhoofd. Im Vaterland, Bacon. In St. Jurgen, Storm. Die Journalisten, Freytag.

#### HISTORY AND SOCIAL SCIENCE

##### COURSE I.

Ancient History. This course will include a thorough study of Oriental, Greek, and Roman History.

Five hours per week for one semester.

##### COURSE II.

Medieval and Modern History. A thorough study of the history of the European nations and of their development and institutions from the period of the Germanic invasion to the present time with a two weeks review of the World War. One day a week is devoted to current history.

Five hours per week throughout the year.

##### COURSE III.

English History. A thorough study of English political, governmental, economic, and social history.

Five hours per week for one semester.

##### COURSE IV.

American History. A brief course in advanced American political, social, and institutional history. Intended to be taken in connection with Civil Government.

Five hours per week for one semester.

##### COURSE V.

American Government. A thorough study of American civil government, intended to be taken in connection with Course IV, American History.

Five hours per week for one semester.

##### COURSE VI.

Economics. An elementary course in the fundamental principles of economics.

Five hours per week for one semester.

##### COURSE VII.

Sociology. An elementary course in the study of such social problems as immigration, poverty, crime, feeble-mindedness, conservation, labor problems, etc.

Five hours per week for one semester.

#### LATIN

##### COURSE I.

Smith's Elementary Latin course. Prose selections. Composition. Preparation for

Cæsar emphasized.  
Five hour course.

**COURSE II.** Kelsey's Cæsar, first four books. One hour a week composition.  
Five hour course.

**COURSE III.** Four Orations of Cicero against Cataline. Oration for Poet Archias. Oration for Malian Law.

Five hour course.

**COURSE IV.** Virgil's *Aeneid*. Lectures on Roman life and Mythology.  
Five hour course.

#### SCIENCE

**COURSE I.** Physics. The course includes a study of the fundamental principles involved in physical phenomena, including sections on "The properties of matter," "Mechanics of solids and fluids," "Sound," "Heat," "Electricity and magnetism," and "Light."

**COURSE II.** Chemistry. A beginning course in general chemistry including three recitation periods and two laboratory periods per week throughout the year. A laboratory fee of four dollars a semester will be charged.

**COURSE III.** Wireless Telegraphy. A complete course leading to United States Government license for commercial radio operator, first grade. Technical course: three hours recitation, two hours laboratory. Code daily. A valuable course since it is not only highly scientific, but also teaches a profitable trade.

Fee, \$15 per semester. See Students' Supplementary Radio Course, page 50.

#### MATHEMATICS

**COURSE I.** Algebra. Fundamentals of algebra; covers all work required for two semesters in best high school courses.

Five hour course.

**COURSE II.** Algebra. Continuation of algebra I. It is preferred that plane geometry as well as algebra I should have been finished before taking up this course. One semester, five hours. This course completes high school algebra.

**COURSE III.** Geometry. (Plane.) Includes the first five

books of Wentworth Smith's Plane and Solid Geometry.

**COURSE IV.** Geometry. (Solid.) The work begins the second semester, completing the last three books of Wentworth Smith's Plane and Solid Geometry.

For description of commercial subjects see under Commercial School.

## HOME ECONOMICS

A course planned to give the student a knowledge of the principles underlying the selection and preparation of food. The aim is to prepare the student to deal with the food problem as it presents itself in the average home. It includes the study of the principles of the balanced diet, the nutritive value and cost of the different food materials, the purchase and care of food in the home, and the equipment for its preparation and serving. Throughout the course meals are planned to meet definite conditions, prepared and served.

The historic development of the house, house planning, decoration and furnishing, also the care and feeding of infants, including courses in mother-craft, will receive consideration.

The course takes up the clothing problem of the college girl. The selection of materials and the principles of construction will be worked out through the planning and making of underwear and a simple dress. It is expected to give the student a general insight into the field of home economics through a study of the modern home.

Laboratory fee to cover cost of materials used.

Five hours per week throughout the year.

## PREPARATORY COURSE

This course is designed for students who may not have completed the common school eighth grade branches, or who may have been out of school for so long a time that a thorough review is needed.

### COURSE OF STUDY

#### First Semester

Reading  
Orthography  
English Grammar  
Arithmetic  
Geography

#### Second Semester

U. S. History  
Physiology  
English Grammar  
Arithmetic  
Penmanship

We cordially invite any who need help along these lines to come and let us help them. Age or previous lack of advantage should be no hindrance. Literary society work and physical training are required of all students.

## COMMERCIAL SCHOOL

This is a day of great commercial activity. Indeed, the lifeblood of national existence courses through the channels of business. The conditions and methods of business economy are constantly changing. With the growth and development coming from the improved methods and conditions emerge increased demands upon the business man. Native ability without training can no longer successfully compete with the educated mind and skilled hand. This department has for its end the preparation of young men and young women for these changed conditions. Strenuous competition will be met in every vocation, and every young person who would hope to attain to even a mediocre standing must seek to fit himself by special preparation for the chosen field of activity. Courses are offered, fitting one for either the business of an accountant or an amanuensis, as well as to give increased ability for the various pursuits of life.

### BUSINESS COURSE

This course has for its object the training of young people for the various business pursuits, and also to fit those desiring to enter into that work for the responsible positions of accountancy.

### REQUIREMENTS FOR ADMISSION

Certificates of graduation from high schools will be accepted as meeting entrance requirements; also certificates attesting the completion of eighth-grade work will be accepted, but an interval of two years between time of completing such work and application for entrance to this course will exempt the same from being received and will subject the applicant to entrance examination. All applicants unable to show attainments either by certificates or upon examination, will be required to take such preparatory work as may be necessary before entering the Business Course; the details of this preparatory work will be found under the heading the Preparatory Course, page 36. Applicants for admission must not be under fifteen years of age. The best time for entrance is at the beginning of the fall semester, though students will be received at any time. Classes may be started at the beginning of the second semester.

## COURSE OF STUDY AND REQUIREMENTS FOR GRADUATION

## FIRST YEAR

*First Semester*

Commercial Arithmetic  
Business English  
Bookkeeping  
Salesmanship and Business Efficiency  
Spelling and Rapid Calculation

Literary society work and physical training.

*Second Semester*

Commercial Arithmetic  
Penmanship  
Bookkeeping  
Commercial Law  
Spelling

## EXPENSES

For registration, tuition, and diploma fees, see pages 18 to 20.

Books and stationery, first semester, about \$10; second semester, \$5.

## BOOKKEEPING

The work followed in the study of bookkeeping is the same as done in a business community; handling checks, notes, drafts, making leases and contracts, depositing money, doing everything that it is necessary to do in a business house. Books are kept that give the student a familiarity with the systems of bookkeeping used in the different kinds of business. Banking is taught incidentally as a feature of this course. The work is covered so one will be able to understand the business man's relation to the bank. Business practice is given attention in this course; so far as practicable, which enables the details of the work to be taken up and all the laws of business enforced.

## PENMANSHIP

This subject is one that is especially important to one taking a business course, as the possibility of securing a good position often depends upon the handwriting of the applicant. Good, rapid, legible handwriting is attained through a mastery of the arm—or muscular—movement method of writing.

## COMMERCIAL ARITHMETIC

Commercial Arithmetic is one of the main studies of the Business Course. In order to perform the work in book-

keeping it is necessary to have a good knowledge of problems in percentage, financial settlements, partnership settlements, commission, and stocks and bonds.

This study is given special attention, as advancement in bookkeeping depends largely upon the understanding of this subject.

#### RAPID CALCULATION

It is not only necessary to be able to solve a problem accurately, but one must also be able to figure rapidly. Concentration is one of the necessary attributes to secure in order to compute accurately and with speed. This is soon attained in the work done in this branch. Given in connection with Commercial Arithmetic.

#### COMMERCIAL LAW

Commercial Law is a requirement which should not be overlooked by anyone, no matter what business or profession he may follow. A knowledge of this subject enables one to understand the laws of contracts, agency, commercial paper, partnership formation and dissolution, insurance guaranty and suretyship interest and usury, real estate, bailments, landlord and tenant, and other important topics.

#### SPELLING

Such work is given as has direct application to business life, and all technicalities are avoided. Such rules as are of practical benefit in learning to spell are taught. Bad spelling speaks more emphatically against one's credit as a scholar and business man than any other lack. A grade of 90 per cent is required for passing.

#### ENGLISH

Such a knowledge of the English language is required as will enable one to understand and to be understood clearly. This is made possible by a mastery of the elements of grammar and composition. Students in this course are expected to be able to use good English, both in speaking and in writing, and to understand the same when spoken or written.

#### SALESMANSHIP

This is now recognized as a science, and it is being recognized by commercial colleges as an essential element in an up-to-date business education. It consists in giving the student a knowledge of and a training in the best methods of approaching prospective customers so as to secure an

order. It deals with the subject from the standpoint of psychology and practical good sense.

### SHORTHAND AND TYPEWRITING COURSE

This branch of commercial work has been designed for those who wish to fit themselves for amanuensis work and reporting. There are many opportunities for young men and young women who wish to enter a business career, but in this as in all other lines of work, the applicant must be well qualified for the work he is to undertake.

However, the idea that a slight knowledge of shorthand and typewriting will make a stenographer is a false one. One can not become a successful stenographer without a proper preparation, so it is necessary that the student take the other studies outlined in the course. In shorthand, it is impossible for one to do more than he knows, hence it is impossible for one with a meager education to become a first-class stenographer.

### REQUIREMENTS FOR ADMISSION

The requirements for admission are the same as those for the Business Course, as specified on page 40.

### GRADUATION

Candidates for graduation must complete the work as outlined below, as all the studies are obligatory.

### COURSE OF STUDY AND REQUIREMENTS FOR GRADUATION

The course of study embraces the following subjects:

<i>First Semester</i>	<i>Second Semester</i>
Shorthand	Dictation
Typewriting	Typewriting
Salesmanship and Business Efficiency	Business Spelling Penmanship
Business Spelling	Business Practice
Business English	

Literary society work and physical training throughout the year.

In addition to the subjects outlined above, the students are taught indexing, filing, copying, tabulating, duplicating, stencil cutting, etc., and such other duties as may befall a stenographer.

Tests in the various subjects are given at the discretion of the instructor in charge. Failure to pass will disqualify the student for graduation.

The length of time required to complete the course will

depend largely upon the previous preparation of the candidate and his ability. One prepared to enter the work should finish in nine months, though students without high school work may be required to spend a longer time. It is advisable to begin at the opening of the school year, though classes in shorthand and typewriting may commence at the beginning of a semester.

### EXPENSES

For registration, tuition, and diploma fees, see pages 3, 18, and 19. Books and stationery \$15.00.

### COURSES OF INSTRUCTION

#### SHORTHAND

A standard system of shorthand is taught. It is desirable for young men, who by constant association with the employer become so familiar with the workings of the business, as to advance to higher positions. It is invaluable as a means to note-taking on lectures, etc., for one engaged in any line of work. Many of our great men have begun as reporters.

#### TYPEWRITING

It has been said that the pen is mightier than the sword, but the typewriter is mightier than either. This certainly is true to-day, in the hurry and bustle of the business world. One who can properly operate a typewriter has the advantage over one who can not; for its value is untold, to the busy man or woman in almost every capacity. The touch system is taught, which makes it possible for one to become an accurate, as well as rapid operator.

Our school is equipped with standard typewriters, thus giving the student the opportunity for a thorough knowledge of this useful machine.

#### DICTATION

As soon as the student has satisfactorily completed the shorthand text, he is given dictation. Letters, articles, legal papers, etc., such as are common to all business houses, are a feature of this line of work. Dictation is also given on the typewriter.

#### BUSINESS PRACTICE, DUPLICATING, MIMEOGRAPHING, AND COPYING

A brief course in business practice is a feature of the course, giving the students a drill in essentials not found in the textbook. In this he gains familiarity in office methods,

in filing, indexing, answering correspondence, making reports, executing individual drafts, and many other things usually learned only after the student enters upon his employment.

Each of these is taken up and students are taught how to execute the same according to approved methods, so that all that is likely to be required of them in the office, they will have met and mastered in school.

#### COMMERCIAL LAW AND SALESMANSHIP

Students of this course may elect Commercial Law and salesmanship if they desire it.

#### SALESMANSHIP, SPELLING, BUSINESS ENGLISH, AND PENMANSHIP

Description of these courses is given under Business Course, pages 41 and 42.

## SCHOOL OF MUSIC

Candidates for graduation from any of the courses in the Music School are required to file with the President of the College a written statement of such intentions on or before January 10, of the year they expect to graduate.

All students must meet the requirements in literary society work and physical training.

### VOCAL

#### PREPARATORY

Exercise by teacher adapted to each pupil's needs. Marchesi's Elementary Exercises, Op. 1, First Part, and Concone's Fifty Exercises. Simple English songs.

#### RUDIMENTS OF MUSIC—TEACHERS' CERTIFICATE CLASS

Marchesi Studies Concone, Twenty-five Lessons; Concone, Fifteen Lessons; Lamperti; Panofka. Members of this class are required to sing an aria and a modern cycle in public recital. Essentials of Harmony, Sight Reading, Piano, History of Music. Pedagogy, Psychology, and English.

#### GRADUATING CLASS

Panofka, Marchesi; Lamperti and Siebers Complete Vocalises, operatic and oratorio selections. German songs. Must be able to play accompaniments well and read vocal music at sight.

Harmony, Piano, Musical Forms, and Science of Music. One year of foreign language.

#### HISTORY OF MUSIC

The class in history will meet one hour a week.

#### RUDIMENTS

A class in rudiments of music will be conducted one hour per week for the benefit of all the students of the College who desire it. Sight reading and ear training will be taken up and the knowledge thus gained will prove of inestimable value to the pupils.

#### PIANOFORTE

The aim of the course in Piano is not only to make performers but to lay a good musical foundation, to teach the pupil to study intelligently and to appreciate the best in music and the performances of others.

Throughout the course special attention is given to

tone production and the musical ideas expressed, as well as to the technical side of a composition.

Recitals are frequently given by the pupils of all grades who are prepared to make a creditable performance.

A candidate for Teacher's Certificate must have finished the "Advanced Course" (outlined below), Harmony I, one year of History of Music, and one year of Normal Training. A public recital is also required.

For graduation, in addition to the requirements for Teacher's Certificate, the student must have completed the "Graduate Course" (outlined below), Harmony II. A public recital from memory is also required.

We believe a musician should not be narrow or one-sided, and a certain amount of literary work is expected for Teacher's Certificate or Graduation. A student shall have completed a four-year High School course or its equivalent, one year of Psychology, and one year of English.

#### PREPARATORY COURSE

New England Conservatory Course, Matthews Graded Lessons, Lemoine, Op. 37, Loeschhorn, Op. 65, Burgmuller, Easy Sonatinas by Clementi and Kuhlan. Easy pieces suited to the pupil.

#### INTERMEDIATE COURSE

Major and Minor Scales, contrary and parallel motion, tenths and sixths. Triad Arpeggios in all forms. Special attention to relaxation and proper finger control. Beren's Velocity Studies, Op. 61, Book I; Loeschhorn, Op. 66; Heller, Op. 47, Op. 46, Op. 45; Czerny, Op. 636; Czerny, Op. 299; Duvernoy, Op. 120; Concone, Op. 25; Bach, "Little Preludes and Fugues"; Bach, "Two-Part Inventions." Easy sonatas by Hayden and Mozart. Pieces by the best composers.

#### ADVANCED COURSE

Continuation of scales as outlined above. Dominant Seventh and Diminished Seventh Arpeggios in all forms. Bach, "Three-Part Inventions"; "French and English Suites"; Czerny, Op. 740; Cramer Studies; Heller, Op. 81. Sonatas by Mozart, Hayden, and Beethoven. Pieces by classical and modern composers. One of the easier concertos.

#### GRADUATE COURSE

Continuation of Scales and Arpeggios in all forms. Czerny, Op. 740; Bach, "Preludes and Fugues"; Gradus ad Parnassum; Chopin Etudes, Pieces and Sonatas by classical

and modern composers. A concerto selected from the following composers: Mozart, Mendelssohn, Weber, Beethoven, Schumann, Grieg, Liszt, Saint Saens. (Each pupil is not required to finish everything in each course, but to finish a reasonable amount from these lists.)

#### HARMONY I

This course includes the study of Intervals, Major and Minor Scales, Triads, Dominant, Diminished and Secondary Sevenths. Special attention is given to ear training, harmonizing soprano and bass melodies and to keyboard work.

This course is recommended to those who are not working for a certificate, as it gives one a much broader knowledge of music. Two hours a week.

#### HARMONY II

This continues the study of Triads and Seventh Chords, and includes Chords of the Ninth, Altered and Augmented Chords, Suspensions, Foreign Tones and Organ Point. During the year Song Forms and Sonata Forms are studied and analyzed. Two hours a week.

#### NORMAL TRAINING

This course, which covers one year, is required of all candidates for Teacher's Certificate and is open to any who desire to enter. It includes discussions once a week on methods and material used in teaching the piano, and practice teaching twice a week under the supervision of the piano instructor.

#### BAND AND ORCHESTRA COURSE.

Commencing with easy exercises and studies for the development of tone and technique, continuing with scales, exercises, and studies which take the pupil by degrees into the advanced studies and solo playing.

Study of harmony and history of music included in this course.

Ensemble work, separately for beginners, intermediates, and advanced pupils.

Public performances in solo and ensemble required.

In the study of wind instruments, special attention is given to breathing; and in teaching brass, a system is used to build up the embouchure and develop endurance.

Course in Band and Orchestra Directing: Commencing with the rudiments of directing, leading gradually into the more intricate passages. A knowledge of harmony and instrumentation required, and will be given to those desiring this study.

## RELIGIOUS EDUCATION

### BIBLICAL HISTORY

Because of a new and rapidly growing appreciation of the importance of Biblical instruction, American colleges and universities are providing regular courses in such study. Graceland College is in line with other educational institutions in offering its students the opportunity to acquire a comprehensive knowledge of the fundamental facts and principles of Bible history.

The courses offered are nonsectarian and open to any who may desire to take advantage of them and become regularly enrolled. While purely elective, a credit of one half unit will be allowed those who satisfactorily complete the work. The following courses are offered for the ensuing year:

### ACADEMIC COURSE

First Semester.—The study of Hebrew history from the earliest beginnings to the division of the kingdom. The Bible will be the textbook. Outlines will refer to the following volumes of Kent's Historical Bible:

Heroes and Crises of Early Hebrew History.

Founders and Rulers of United Israel.

Second Semester.—The study of the life of Christ and the Acts of the Apostles. Outlines based on the Bible.

### COLLEGIATE COURSE

First Semester.—The study of Hebrew history through the period of decline, the Babylonish captivity, and inter-Testament history. The Bible will be used as textbook. Outlines will refer to the following volumes of Kents' Historical Bible:

The Kings and Prophets of Israel and Judah.

The Makers and Teachers of Judaism.

Second Semester.—A critical study of the life of Christ, following outlines based upon Farrar's Life of Christ. The Bible also used as textbook.

### SPECIAL ONE YEAR COURSE IN RELIGIOUS EDUCATION

Students in this course are divided into two groups:

A. Preparing for foreign service.

B. Preparing for local service.

1. Church Doctrine (Required).

(a) Book of Mormon (five hours, first quarter).

(b) Doctrinal lectures (five hours, second quarter).

- (c) Bible (five hours, third quarter).
  - (d) Book of Covenants and Apologetics (five hours, fourth quarter).
  - (e) Comparative Religions (one hour throughout the year).
2. Foreign Language (Required of Group A).  
French, German, Spanish or Dano-Norse. (Five hours throughout the year.)  
History.
3. Course I. (Required of Group A.)
- (a) General European History (five hours, first semester).
  - (b) Special history of particular country (five hours, third quarter).
  - (c) History of L. D. S. Church (five hours, fourth quarter).
- Course II. (Required of Group B.)
- (a) American History (five hours, first semester).
  - (b) American Government (five hours, third quarter).
  - (c) History of L. D. S. Church (five hours, fourth quarter).
4. Economics and Sociology (Elective).
- Subjects:
- (a) Economics (three hours, first semester).
  - (b) Sociology (three hours, second semester).
5. English. (A Required of Group B; b and c elective.)
- (a) English (three hours throughout the year).
  - (b) Public Speaking (one hour, first semester).
  - (c) Argumentation (one hour, second semester).
6. Philosophy (Elective).
- Subject:
- Psychology (three hours throughout the year).
7. General Health (Elective).
- Subject:
- Elementary Sanitation, Hygiene, First Aid, and Nursing (one hour throughout the year).
- Special Electives for Women:
- Child Psychology.
  - Games for Children.
  - Handwork for Children.
  - Music for Children.
  - Story-telling.

## SPECIAL LECTURES

1. Religion—What is it? (one hour).  
Lecture by W. W. Smith.
2. The Godhead:
  - (a) Self-existence (one hour).
  - (b) Personality (one hour).
  - (c) Trinity (one hour).
  - (d) Attributes (one hour).Lectures by W. W. Smith.
3. Agency
  - (a) Man; self-conscious (one hour).
  - (b) Conduct (one hour).Lectures by J. A. Koehler.
4. Atonement:
  - (a) Christ's Work (one hour).
  - (b) Man's work (one hour).Lectures by J. F. Garver.
5. Principles of the Gospel:
  - (a) Doctrine (one hour).
  - (b) Ordinances and sacraments (one hour).Lectures by J. A. Gillen.
6. Authority:
  - (a) Origin (one hour).
  - (b) Purpose (one hour).Lectures by J. A. Gillen.
7. The church:
  - (a) Origin (one hour).
  - (b) Organization (one hour).
  - (c) Object (one hour).Lectures by F. M. Smith.
8. Revelation:
  - (a) Necessity (one hour).
  - (b) Mode (one hour).Lectures by F. M. Smith.
9. The Holy Spirit:
  - (a) Gifts (one hour).
  - (b) Fruits (one hour).Lectures by Elbert A. Smith.
10. Zion:
  - (a) Necessity (one hour).
  - (b) Factors (one hour).
  - (c) Processes (one hour).Lectures by Benjamin R. McGuire.
11. Liberty and Government (one hour).  
Lecture by S. A. Burgess.

## EXTENSION DEPARTMENT

### COMMERCIAL AND ACADEMIC COURSES

#### INTRODUCTION

The Extension Department includes the work of the correspondence courses; academic, commercial, public speaking, lecture courses, and Normal Training courses for Sunday school and Relgio teachers.

The subjects offered in the correspondence courses have been selected with careful consideration, only those being offered which adapt themselves easily to correspondence methods. Subjects enough, however, are given in the four-year Academic or High School Course, so that one or two years of residence work should be sufficient to complete elective or science credits. The detail of plan of these subjects appears in the succeeding pages. College and special courses are offered for those who are qualified for them.

#### TUITION

A tuition of \$15 will be charged for each year-subject in any course.

#### CREDITS

One credit will be given in any subject for work equivalent to one year's work in the same subject in Graceland College.

#### COMMERCIAL COURSE

*Bookkeeping.* The theory of accounts, and the science of double entry by the voucher system. A full nine months of class room work of two or three hours a day. Twentieth Century System is used. Full credit in the Business Course; one half credit in the Academy.

*Commercial Law.* The following subjects are covered: Contracts, Negotiable Paper, Partnerships, Corporations, Master and Servant, Landlord and Tenant, Real Estate, Bailments, Patents and Copyrights, Agency, etc. One Semester Course. Rowe's Commercial Law is used. Credit in Business Course, one half credit in the Academy.

*Salesmanship.* The following phases are considered: The salesman, the commodity, the customer, the laws of sale, etc. One Semester Course. Knox's Salesmanship and Personal Efficiency is used. Credit in the Business Course.

*Penmanship.* A course in plain muscular movement, business writing, covering one semester of class work. Credit in Business and Stenographic Courses allowed.

*Commercial Arithmetic.* A thorough course in arithmetic as applied to business, much of the technical matter

usually included in courses in arithmetic eliminated; special stress placed upon development in speed and accuracy. Nine months' course. Ellis New Model Arithmetic used. Credit allowed in Business Course, and one half credit in the Academy.

### ACADEMIC COURSE

#### MATHEMATICS

*Algebra I.* Study of rudiments of algebra, addition, subtraction, multiplication, division, factoring, simultaneous equations involving 1, 2, 3, 4 and 5 unknown quantities, square and cube root and radicals up to quadratics. Milne's text used. One credit.

*Algebra II.* Includes quadratics, arithmetical and geometrical progression, imaginary quantities, ratio and proportion, indeterminate equations, etc., to logarithms. Milne's text used. One half credit.

#### LANGUAGE

*Latin I.* First principles of Latin, pronunciation, declensions, conjugations, syntax, composition. Translation made emphatic. Preparation for Cæsar. Text, Dooge's First Year Latin. One credit.

*Latin II.* Cæsar. Four books of Cæsar's Gallic wars, one hour a week composition, syntax drills. Text, Walker's Cæsar, Scott & Van Tuye Composition. One credit.

#### HISTORY

*Ancient History.* A thorough study of Oriental, Greek and Roman history. Myers' Ancient History will be used as a text. Reference reading will also be required whenever such work is possible. One credit.

*Medieval and Modern History.* A thorough study of the development of European nations from the period of the Germanic invasions to the close of the nineteenth century. Myers' Medieval and Modern History will be used as a text. Reference reading required. One credit.

*American History.* A systematic study of the history of the origin and development of American political and social institutions. Muzzey's American History will be used as a text. Reference reading required. One half credit.

#### ENGLISH

*English I.* Principles of composition and rhetoric, drills in written work, review of grammar, reading of easy classics. Texts in composition and rhetoric by Clippinger, published by Silver, Burdett & Co., Chicago. One credit.

*English II.* Classics, both American and English. Composition and Rhetoric. Theme work. One credit.

*English III.* History of American Literature, American classics. Several English classics. High school rhetoric completed. One credit.

*English IV.* History of English Literature. A completion of the list of classics in harmony with College Entrance Requirements. Book and Magazine reviews. Debating and advanced theme writing. One credit.

#### COLLEGE AND SPECIAL COURSES

*Psychology.* A study of various aspects of the learning process, including experimental demonstrations and practice. This course deals with elementary philosophy as well as with problems of education. It makes a fitting introduction into every line of human endeavor and achievement.

*History of Education.* Development of educational ideals from oriental civilization down to the present. A study of different phases of modern development of the educational aims.

*Principles of Education.* A course in general methods of the teaching process as applied to schoolroom work. A comparative study of special method applied to subjects of the school curriculum.

*Economics.* A study of the present world theories in economics, with a brief historical sketch of the development of economic science. A study of the various topics bearing upon the subject.

*Sociology.* A study of the science of human behavior, the historical development, form, and status of human associations with special reference to adjustments in society to-day.

*English Grammar.* An elementary course in English grammar covering the points discussed in the average textbook on the subject. The study will be made very practical and adapted wholly to the needs of the student.

*Composition and Rhetoric.* Practice in writing English. Assignments adapted to individual needs. Essentials of English composition.

*English Classics.* Studies in English literature. Much reading will be expected, the results of the reading to be presented in writing, attention being given to form as well as substance.

*Public Speaking.* A course designed to assist all who wish to study the art of pleasing and effective public discourse. The work taken up will be thoroughly practical and adapted to the needs of the individual.

## RELIGIOUS NORMAL TRAINING DEPARTMENT

The Sunday school is finding itself. Quietly but surely it is taking its place as a department of the church. Its specific function is clearly defined: "*The Sunday school shall concern itself primarily with the religious instruction of our people.*" It is, then, primarily an EDUCATIONAL INSTITUTION.

There are in our church about 100,000 members. Many of these will never have any systematic religious instruction except in the Sunday school. There are 4,000 Sunday school teachers in the Sunday school department. Upon these teachers falls the responsibility of educating in religious matters a large percentage of our 100,000 church members. This is not only a heavy responsibility, but a grave responsibility as well; and one that cannot be discharged without the *best training possible both by prayer and study.*

The Sunday school teachers, then, are our RELIGIOUS EDUCATORS. The questions that confront every educator are these: First, What to teach? Second, When to teach? Third, HOW TO TEACH?

The Sunday school is now preparing a series of quarterlies which will give the teachers the "what to teach." These quarterlies will be so graded as to give the teacher the "when to teach." But given these two there still remains the big question of "how to teach." The manner in which this is answered is the real test of the teacher's ability; and it will in a large measure determine his success.

The Religious Normal Training Department of Grace-land College offers a course of instruction, which gives the teacher the "how to teach." The subjects in this course have been selected with care and have been so arranged as to furnish an adequate training for every teacher, regardless of the department in which he may be teaching. The course is divided into five sections, thus giving the teacher a chance to take only one or two, or all of the sections, as his need may require.

An outline of the course follows:

### SUNDAY SCHOOL TEACHER TRAINING COURSE

Section I.	The Pupil	12 weeks course
------------	-----------	-----------------

Texts:

"From One to Twenty-One".....Murray

"A Study of Child Nature".....Harrison

9 weeks allowed

Supplementary readings, one of which requires a theme:

	"The Girl in Her Teens".....	Slattery
	"The Boy Problem".....	Forbush
		3 weeks allowed
Section II.	The Teacher	12 weeks course
Texts:		
	"Seven Laws of Teaching".....	Gregory
	"The Making of a Teacher".....	Brumbaugh
		9 weeks allowed
Supplementary readings, one of which requires a theme: (Primary and Cradle Roll teachers should read all three.)		
	"Picture Work".....	Hervey
	"Chalk—What We Can Do With It".....	Wood
	"Stories and Story-Telling" .....	St. John
		3 weeks allowed
Section III.	The Bible	49 weeks course
	Course A. The Old Testament	
Text:		
	"Outline Studies of the Old Testament".....	Hurlbut
		21 weeks allowed
Supplementary reading requiring a theme:		
	"The Old Testament and Its Contents"....	Robertson
		3 weeks allowed
	Course B. The New Testament	
Text:		
	"Outline Studies of the New Testament"....	Hurlbut
		22 weeks allowed
Supplementary reading requiring a theme:		
	"The New Testament and Its Writers"....	McClymont
		3 weeks allowed
Section IV.	The Book of Mormon	21 weeks course
This course will be offered about September 1, 1920. The text is now being written.		
Section V.	The Sunday School	12 weeks course
Texts:		
	"The Graded Sunday School in Principle and Practice" .....	Meyer
		9 weeks allowed
Supplementary reading requiring a theme:		
	"The Modern Sunday School in Principle and Practice" .....	Cope
		3 weeks allowed

### DESCRIPTION OF COURSES

Section I deals with the child both from a physiological and psychological standpoint. **EVERY TEACHER SHOULD KNOW HIS PUPILS.**

Section II takes up the technique of instruction, touching upon reasons for teaching, and how to teach. These two sections are especially applicable to teachers of the lower grades.

Section III is a comprehensive study of the Bible and is a valuable course for others than teachers.

Section IV is a comprehensive study of the Book of Mormon and likewise is valuable for others than teachers.

Section V is a history of the origin, purpose, and development of the Sunday school. *This is especially helpful to officers.*

While to each of these sections is assigned a definite period of time, those finding it convenient may finish in less time or may use more time when necessary. However, it is believed that best results will be obtained by following the time schedule.

It will be noted that the old short courses are not offered. However, the same instruction, greatly amplified, can be found in this course. The old "Story-telling course" can now be secured under sections one and two. Old "Short course I" is now found under section three. Old "Short course II" is found under section four. So any teacher desiring to enroll can find the subjects of his choice under one or more of the above sections. **WE STRONGLY URGE THAT EVERY TEACHER TAKE THE ENTIRE COURSE FROM FIRST TO LAST IN THE ORDER GIVEN.**

#### HOW TO ENROLL

##### I. Class enrollment.

The superintendents of the local Sunday schools are to be held responsible for the TRAINING OF THEIR TEACHERS. In Sunday schools of not more than twelve teachers, the teachers can be organized into one class, with the superintendent, one of their number or some one chosen by them, to act as their teacher or leader. The teacher may study with the class, but should be one of executive ability, and one who knows how to interest the others and who will see to it that every teacher stays with the course till its completion.

Sunday schools having from twelve to twenty teachers should organize two classes. From twenty to thirty teachers should organize in three classes. From thirty to forty in four classes, and so on. Best results will be obtained with not more than ten or twelve in a class. These classes should meet at some definite time, of necessity other than at the Sunday school hour.

The superintendent should also have classes in training

who are not regular teachers, but who will be ready and prepared to take classes as the need arises. These latter classes may meet at the regular Sunday school hour.

The teacher of the class should write to the Religious Normal Training Department, Graceland College, Lamoni, Iowa, for enrollment blanks. When these blanks are properly filled out they should then be mailed to the College, together with the required fees. The members are then regularly enrolled students in the Normal Department.

## II. Individual enrollment.

Where isolated Saints or individuals in locals, wish to take up separate study of any one or all of the sections, they may enroll by writing to the Religious Normal Training Department of Graceland College, Lamoni, Iowa, for an enrollment blank, which when properly filled out should be mailed to the College, accompanied by the required fee. These students will be under the direct instruction of the College. **IN NO CASE WILL A STUDENT BE ENROLLED WITHOUT COMPLYING WITH THESE INSTRUCTIONS.**

### SECURING SUPPLIES

Each student should have his own books, and we urge that no student allow the expense of books to prevent his owning them. He will feel repaid many times over, for having secured them. The books can be secured, at the prices indicated on the enclosed slip, from either the College or from the Herald Publishing House, Lamoni, Iowa. One need buy supplies only for a section at a time, thus distributing the expense over a period of about two years.

### HOW TO STUDY

Lesson leaflets will be furnished to teachers of enrolled students, giving ample direction how to proceed with the lessons and when to take examinations.

### EXAMINATION PAPERS

The teacher of the class should give the examinations at the time indicated on the lesson leaflets, using questions to be furnished by the College. He should collect all papers and mail them to the College for grading, enclosing postage for returning them. All papers should be returned to the students after grading, *but can be returned only when return postage is enclosed.*

### GRADING

Papers will be graded solely upon their merits in presenting the facts contained in the lessons covered. Diction,

spelling, and penmanship will detract from the grade only in so far as they obscure the thought of the student. The regular college system of grading will be employed:

A means that the subject has been grasped, thought about, made one's own so that it can be given out with the stamp of individual insight upon it.

B signifies good conscientious work above the average. It means that the subject has been grasped but without a high degree of original research or insight, as indicated by grade A.

C signifies good conscientious work of average grade. It indicates a fair degree of original thought and research.

D means passing.

E means failure.

#### GRADUATION

Upon successful completion of each of the sections a certificate of completion will be granted to the student. When all five sections are completed a diploma of graduation will be granted. These will be stamped with the seal of the College and signed by the President of the College and by the director of the Religious Normal Training Department.

#### ENROLLMENT FEE

An enrollment fee of 25 cents per section will be charged, to cover the expense of enrolling and of inscribing the student's name on the certificates of completion. This fee is paid at the time of enrollment. *No student will be considered enrolled unless this fee accompanies the enrollment blank.*

## REGISTER OF STUDENTS 1919-20

## COLLEGIATE

Anway, George .....	Lamoni, Iowa
Bennett, Iola .....	Free Soil, Michigan
Balou, Margaret .....	Davis City, Iowa
Barrows, Bessie .....	Lamoni, Iowa
Barber, Florence .....	Glenwood, Iowa
Ball, Bertha .....	Los Angeles, California
Bootman, Helen .....	Lamoni, Iowa
Briggs, Valour .....	Goodland, Kansas
Briggs, Fernal .....	Goodland, Kansas
Brolliar, Maynard .....	Fort Collins, Colorado
Brooner, Ethel .....	Lamoni, Iowa
Bunnell, Rosamond .....	Caldwell, Idaho
Cole, Walter .....	Lamoni, Iowa
Chasey, Mrs. Emma .....	Lamoni, Iowa
Cracraft, Mary .....	Mount Ayr, Iowa
Church, Arthur B. ....	Lamoni, Iowa
Case, Ida May .....	Lamoni, Iowa
Coffman, Jennings .....	Lamoni, Iowa
Elvin, Wesley .....	Lamoni, Iowa
Elefson, Lyda .....	Lamoni, Iowa
Elefson, Verna .....	Lamoni, Iowa
Evans, Mrs. R. O. ....	Eagleville, Missouri
Frazier, Ethel .....	Kansas City, Missouri
France, David .....	Lamoni, Iowa
Forbes, Henrietta .....	Detroit, Michigan
Farley, Nettie .....	Durango, Colorado
Gaulter, Nellie .....	Lamoni, Iowa
Howe, Bernice .....	Antigo, Wisconsin
Hinderks, Marvin .....	Lamoni, Iowa
Hedrick, Gilbert .....	Fanning, Kansas
Houghton, Florence .....	Kansas City, Missouri
Houghton, James .....	Kansas City, Missouri
Juergens, Hazel .....	Glidden, Iowa
Juergens, Ruth .....	Glidden, Iowa
Jensen, Blair .....	Moorhead, Iowa
Jones, Eliza .....	Lamoni, Iowa
Jones, Lonzo .....	Lamoni, Iowa
Kunz, Jennie .....	Burlington, Iowa
Kennedy, Louise .....	Logan, Iowa
Lorance, Harry .....	Lamoni, Iowa
Lewis, David .....	Canton, Ohio
Livingston, E. D. ....	Arkansaw, Wisconsin
Lewis, Wingfield .....	Lamoni, Iowa
Murfield, Violet .....	Logan, Iowa
Morant, Mabel .....	Lamoni, Iowa
McCall, Martha .....	Brewton, Alabama
McElroy, Vivian .....	New Haven, Wyoming
Mitchell, Lyle .....	Santa Ana, California
Monroe, Edith .....	Lamoni, Iowa
Moon, Orrin .....	Lamoni, Iowa
Montague, Marjorie .....	Collinsville, Oklahoma
Morant, Mrs. Jessie .....	Lamoni, Iowa
Nelson, Viola .....	Lamoni, Iowa
Needham, Daniel .....	Lamoni, Iowa
Propst, Alma .....	Vale, Oregon

Prall, Elmer	Lamoni, Iowa
Poole, Maude	San Bernardino, California
Parker, Montague	Lamoni, Iowa
Patterson, Belle	Rockford, Illinois
Poush, Hildred	Lamoni, Iowa
Post, Lucile	Davis City, Iowa
Quitmeyer, Ava	Aurora, Iowa
Roth, Jesse	Lamoni, Iowa
Robinson, Bertha	Des Moines, Iowa
Roberts, Forest	Lamoni, Iowa
Richards, Joseph	North Platte, Nebraska
Roush, Claude	Wray, Colorado
Roush, Blair	Wray, Colorado
Russel, Stanley	Brown City, Michigan
Reneau, Orley	Tryon, Nebraska
Scarcliff, William	Atchison, Kansas
Shank, Ruth	Kirtland, Ohio
Silsby, Burnham	Pisgah, Iowa
Skank, Veva	Henderson, Iowa
Smith, Ruth	Lamoni, Iowa
Smith, Wallace	Independence, Missouri
Sorden, Daniel	Kingfisher, Oklahoma
Stewart, Ella	Lamoni, Iowa
Stephenson, Elvin	Lamoni, Iowa
Strand, Audrey	Moorhead, Iowa
Scott, Ardis	Lamoni, Iowa
Sodderstein, Bessie	Clearwater, Nebraska
Wells, Edward	Lamoni, Iowa
Wells, Lena	Lamoni, Iowa
Whiting, Mae	Lamoni, Iowa
Wight, Dean	Lamoni, Iowa
Wildey, R. J.	Lamoni, Iowa
Williams, Clara	Burlington, Iowa
Williams, D. T.	Lamoni, Iowa
Wixom, Alice	Seeley, California

## ACADEMY

Antone, Healani	Honolulu, Hawaii
Almy, Harry	Burlington, North Dakota
Bierlein, Leona	Andover, Missouri
Bass, Edgar	Atmore, Alabama
Booker, Raymond	Vancleave, Mississippi
Bowen, Addie	Merrillan, Wisconsin
Cochran, Bennie Lou	Vancleave, Mississippi
Christofferson, Julian	Deer Lodge, Montana
Condit, Asell	Rupert, Idaho
Chappell, Addie Belle	Fort Towson, Oklahoma
Dyke, William	Willoughby, Ohio
Depew, Chauncey	Roy, New Mexico
Elefson, Harvey	Lamoni, Iowa
Eliason, Harvey	Race Track, Montana
Eliason, Inez	Race Track, Montana
Eliason, Lucile	Race Track, Montana
Engstrom, Floyd	Denmark, Kansas
Gunsolley, Cecil	Lamoni, Iowa
Haas, Louise	Conception Junction, Missouri
Hand, Hugh	Perry, Iowa
Hill, Loudine	Blythedale, Missouri
Harper, Durward	McKenzie, Alabama

Jackson, Howard .....	Fanning, Kansas
Johnson, Alice .....	Andover, Missouri
Johnson, Maurice .....	Coldwater, Michigan
Jones, Mrs. Lonzo .....	Lamoni, Iowa
Lewis, Earle D. ....	Kansas City, Missouri
Lea, Earle .....	Potter Valley, California
Lea, Leonard .....	Potter Valley, California
McKerracher, Anna .....	La Fleche, Saskatchewan
Murdock, Ellis .....	Independence, Missouri
Marmoy, Mary .....	Omaha, Nebraska
Marsteller, Marvil .....	Butler, Missouri
McKee, Eunice .....	Lamoni, Iowa
Metcalf, Cora .....	Arkansaw, Wisconsin
Moldrup, Arnold .....	Sieling, Oklahoma
Nelson, Carroll .....	Colorado Springs, Colorado
Neill, Jennie, .....	Weyburn, Saskatchewan
Poole, Thelma .....	San Bernardino, California
Omans, Leland .....	Frazee, Minnesota
Parker, Myron .....	McKenzie, Alabama
Rich, Alfred, .....	Brooklyn, New York
Sandage, Charles .....	Hatfield, Missouri
Schrunk, Ina .....	Atkinson, Nebraska
Schrunk, Ida .....	Atkinson, Nebraska
Stratton, Bernice .....	Lamoni, Iowa
Syckle, Mrs. Harvey .....	Midland, Michigan
Salisbury, Avil .....	Council Bluffs, Iowa
Salisbury, Glow .....	Council Bluffs, Iowa
Salisbury, Orris .....	Glidden, Iowa
Simmons, Kenneth .....	Independence, Missouri
Shank, Hazel .....	Kirtland, Ohio
Shirk, Lillian .....	Culdesac, Idaho
Steckel, Esther .....	Lamoni, Iowa
Snethen, Grant .....	Lamoni, Iowa
Stemm, Maggie .....	Lamoni, Iowa
Stoll, Edward .....	Lamoni, Iowa
Swanson, Ralph .....	Chicago, Illinois
Taylor, John .....	Thamesville, Ontario
Turner, Heman .....	Sioux City, Iowa
Tennery, Mary .....	Piedmont, Oklahoma
Travis, Roland .....	Champion, Nebraska
Warnock, John .....	Kansas City, Missouri
Walden, Walter, .....	Frazee, Minnesota

**PREPARATORY**

Baker, Donald .....	Lamoni, Iowa
Booker, Manning .....	Skinnerton, Alabama
Braby, Clarence .....	Lamoni, Iowa
Chappell, David .....	Fort Towson, Oklahoma
Chamberlain, George .....	Long Grove, Iowa
Castor, Velda .....	Lamoni, Iowa
Fuller, Clyde .....	Vancleave, Mississippi
Hurshman, Bernard .....	Independence, Missouri
Hoskins, Richard .....	Elida, New Mexico
Lime, Lorena .....	Jamestown, Indiana
Neill, William .....	Weyburn, Saskatchewan
Peterson, Peter .....	Council Bluffs, Iowa
Stephens, James .....	Lamoni, Iowa
Snuggins, George .....	Outlook, Montana
Shippy, Fern .....	Lamoni, Iowa

Shippy, Dorothy .....	Kansas City, Missouri
Thomas, Mahala .....	Weston, Iowa
Williams, Thomas .....	Andover, Missouri

**BUSINESS**

Allen, Eva .....	Lamoni, Iowa
Bailey, Floyd .....	Lamoni, Iowa
Boyd, Everett .....	Placerville, Colorado
Butterfield, Chester .....	New Westminister, British Columbia
Clinton, B. H. ....	Grannis, Arkansas
Davis, Charles .....	Lamoni, Iowa
Juergens, Arthur .....	Glidden, Iowa
Toles, Montlow .....	Petrolia, Ontario
Teale, Ralph .....	Lamoni, Iowa
Topp, Monroe .....	Frazee, Minnesota
Ward, Hugh .....	Toronto, Ontario
Walden, Arthur .....	Frazee, Minnesota
Young, Vernon .....	Lamoni, Iowa
Young, David .....	Lamoni, Iowa
Ziegenhorn, Truman .....	Joy, Illinois

**SHORTHAND**

Allen, Le may .....	Lamoni, Iowa
Allen, Eva .....	Lamoni, Iowa
Baldwin, Beatrice .....	Roberts, Montana
Brown, Inez .....	Glidden, Iowa
Butterfield, Chester .....	New Westminister, Pennsylvania
Campbell, Vera .....	Lamoni, Iowa
Crawford, John .....	Emmerson, Iowa
Dempsey, Elbert .....	Council Bluffs, Iowa
Erickson, Alice .....	Marseilles, Illinois
Graybill, Irma .....	Council Bluffs, Iowa
Gould, Iva .....	Clitherall, Minnesota
Hartnell, Richard .....	Flint, Michigan
Joy, Ruth .....	Beloit, Wisconsin
Keller, Eva .....	Independence, Missouri
Poole, Hazel .....	San Bernardino, California
Rawlings, Edyna .....	Moorhead, Iowa
Reneau, Jennie .....	Tryon, Nebraska
Schlotter, Lilah .....	Ridgeway, Colorado
Skinner, Velma .....	Independence, Missouri
Stark, Edna .....	Applegate, Michigan
Turney, Vere .....	Lamoni, Iowa
Walden, Ruth .....	Frazee, Minnesota
Ziegenhorn, Truman .....	Joy, Illinois

**TYPEWRITING**

Allen, Le May .....	Lamoni, Iowa
Baldwin, Beatrice .....	Roberts, Montana
Brown, Inez .....	Glidden, Iowa
Butterfield, Chester .....	New Westminister, British Columbia
Campbell, Vera .....	Lamoni, Iowa
Crawford, John .....	Emmerson, Iowa
Dempsey, Elbert .....	Council Bluffs, Iowa
Erickson, Alice .....	Marseilles, Illinois
Gould, Iva .....	Clitherall, Minnesota
Hartnell, Richard .....	Flint, Michigan
Joy, Ruth .....	Beloit, Wisconsin
Keller, Eva .....	Independence, Missouri

Rawlings, Edyna .....	Moorhead, Iowa
Schlotter, Lilah .....	Ridgeway, Colorado
Skinner, Velma .....	Independence, Missouri
Stark, Edna .....	Applegate, Michigan
Traxler, Esther .....	Lamoni, Iowa
Walden, Ruth .....	Frazee, Minnesota
Woods, Alvin .....	Andover, Missouri
Ziegenhorn, Truman .....	Joy, Illinois

## PIANO

Bailey, Bruce .....	Lamoni, Iowa
Bailey, Richard .....	Lamoni, Iowa
Baldwin, Beatrice .....	Roberts, Montana
Briggs, Ruth .....	Lamoni, Iowa
Briggs, Beth .....	Lamoni, Iowa
Brackenbury, Helen .....	Lamoni, Iowa
Brackenbury, Aliene .....	Lamoni, Iowa
Briggs, Dorothy .....	Lamoni, Iowa
Brenizer, Ruth .....	Kellerton, Iowa
Burgess, Mrs. H. C. ....	Lamoni, Iowa
Cochran, Bennie Lou .....	Vancleave, Mississippi
Campbell, Vera .....	Lamoni, Iowa
Craig, Jeanette .....	Lamoni, Iowa
Case, Ardis .....	Lamoni, Iowa
Elliott, Mrs. May .....	Lamoni, Iowa
Fleet, Helene .....	Lamoni, Iowa
Frisbee, Raye .....	Kellerton, Iowa
Gaylord, Dolores .....	Lamoni, Iowa
Garver, Verna .....	Lamoni, Iowa
Grenawalt, Hope .....	Lamoni, Iowa
Gunsolley, Celia .....	Lamoni, Iowa
Gunsolley, Dorothy .....	Lamoni, Iowa
Gunsolley, Marjorie .....	Lamoni, Iowa
Hammer, Wanda .....	Lamoni, Iowa
Horner, Ernestine .....	Lamoni, Iowa
Hopkins, Viola .....	Lamoni, Iowa
Hartnell, Richard .....	Flint, Michigan
Haskins, Miriam .....	Lamoni, Iowa
Harris, Edith .....	Andover, Missouri
Joy, Ruth .....	Beloit, Wisconsin
Juergens, Ruth .....	Glidden, Iowa
Keastner, Hirum .....	Lamoni, Iowa
Lysinger, Doris .....	Lamoni, Iowa
McKerracher, Anna .....	La Fleche, Saskatchewan
Mather, Mildred .....	Independence, Missouri
Moats, Delphia .....	Lamoni, Iowa
Moats, Plummia .....	Lamoni, Iowa
Monroe, Edith .....	Lamoni, Iowa
Poole, Thelma .....	San Bernardino, California
Poole, Maude .....	San Bernardino, California
Oswalt, Carrie .....	Lamoni, Iowa
Roth, Etha .....	Lamoni, Iowa
Roth, Ethel .....	Lamoni, Iowa
Reneau, Jennie .....	Tryon, Nebraska
Schlottar, Lilah .....	Ridgeway, Colorado
Stuck, Mrs. Homer .....	Lamoni, Iowa
Shirk, Lillian .....	Culdesac, Idaho
Skank, Veva .....	Henderson, Iowa
Stafford, Julia .....	Lamoni, Iowa

Thomason, Lyda .....	Lamoni, Iowa
Teale, Charlotte .....	Lamoni, Iowa
Teale, Collis .....	Lamoni, Iowa
Teale, Herman .....	Lamoni, Iowa
Thomas, Mrs. Anna .....	Lamoni, Iowa
Virden, Maude .....	Kellerton, Iowa
Weable, Freda .....	Lamoni, Iowa
Weld, Rebecca .....	Lamoni, Iowa
White, Gertrude .....	Lamoni, Iowa
White, Lucy .....	Lamoni, Iowa
Wildey, Mrs. Cora .....	Lamoni, Iowa
Willart, Anna .....	Eagle Grove, Iowa
Wolfe, Florence .....	Topeka, Kansas
Walden, Walter .....	Frazee, Minnesota

## VOICE

Anderson, Emma .....	Lamoni, Iowa
Bootman, Helen .....	Lamoni, Iowa
Brackenbury, Aliene .....	Lamoni, Iowa
Brackenbury, Verna .....	Lamoni, Iowa
Burgess, Mrs. S. A. ....	Lamoni, Iowa
Burgess, Mrs. H. C. ....	Lamoni, Iowa
Bunnell, Rosamond .....	Caldwell, Idaho
Case, Dorothy .....	Lamoni, Iowa
Dempsey, Elbert .....	Council Bluffs, Iowa
Dillon, May .....	Lamoni, Iowa
Elliott, Mrs. May .....	Lamoni, Iowa
Fleet, Helene .....	Lamoni, Iowa
Gunsolley, Marjorie .....	Lamoni, Iowa
Goode, Fred .....	Lamoni, Iowa
Hammer, Wanda .....	Lamoni, Iowa
Johnson, Maurice .....	Coldwater, Michigan
Leetun, Jeanette .....	Lamoni, Iowa
Morant, Mabel .....	Lamoni, Iowa
Poole, Maude .....	San Bernardino, California
Schlottar, Lilah .....	Ridgeway, Colorado
Shank, Ruth .....	Kirtland, Ohio
Skank, Veva .....	Henderson, Iowa
Swanson, Ralph .....	Chicago, Illinois
Vredenburgh, Charles .....	Lamoni, Iowa
Van Eaton, Claire .....	Saskatoon, Saskatchewan
Weld, Rebecca .....	Lamoni, Iowa
White, Harold .....	Lamoni, Iowa
Whiting, June .....	Lamoni, Iowa
Wight, Mrs. C. E. ....	Lamoni, Iowa
Wight, Mrs. L. S. ....	Lamoni, Iowa
Willert, Anna .....	Lamoni, Iowa
Williams, Leona .....	Lamoni, Iowa
Woods, Alvin .....	Andover, Missouri

## ORATORY

Brackenbury, Verna .....	Lamoni, Iowa
Bunnell, Rosamond .....	Lamoni, Iowa
Dempsey, Elbert .....	Council Bluffs, Iowa
Salisbury, Orris .....	Glidden, Iowa
Wildey, Mrs. Cora .....	Lamoni, Iowa

## RELIGIOUS EDUCATION

Almond, Mary .....	Lamoni, Iowa
--------------------	--------------

Almond, Frank .....	Lamoni, Iowa
Cowden, Robert .....	San Jose, California
Cheville, Roy .....	Rhodes, Iowa
Curtis, Charles .....	Holyoke, Colorado
Clifford, Cornelius .....	Port Huron, Michigan
Davey, Roscoe .....	Deer Lodge, Montana
Davey, Mrs. Roscoe .....	Deer Lodge, Montana
Evans, Louise .....	Grand Rapids, Michigan
Forbes, Thomas .....	Detroit, Michigan
Hartley, William .....	Philadelphia, Pennsylvania
Howe, Jesse .....	Antigo, Wisconsin
Hammel, Ferd .....	Dunn Center, North Dakota
Hammel, Hilda .....	Dunn Center, North Dakota
Hunker, Yewell .....	Roanoke, Missouri
Kapnick, Roland .....	Traverse City, Michigan
Martin, Alvin C. ....	Independence, Missouri
Muceus, Peter .....	Lamoni, Iowa
Rogers, Keith H. ....	Split Rock, Wyoming
Rannie, Alma .....	Independence, Missouri
Rannie, Vivian .....	Independence, Missouri
Syckle, Harvey .....	Midland, Michigan
Shotwell, Ada .....	Tawas City, Michigan
Shotwell, Willard .....	Tawas City, Michigan
Sorden, Daniel .....	Kingfisher, Oklahoma
Whiting, Ray .....	Independence, Missouri
Whiting, Mrs. Ray .....	Independence, Missouri
Young, Chester .....	Oakland, California
Ziegenhorn, Truman .....	Joy, Illinois

**WIRELESS**

Hill, Maurice .....	Blythedale, Missouri
Hardy, Glenn .....	Flint, Michigan
McKerracher, Anna .....	La Fleche, Saskatchewan
Naab, Ivan .....	Comstock, Nebraska
Omans, Leland .....	Frazee, Minnesota
Salisbury, Avel .....	Council Bluffs, Iowa
Snuggins, George .....	Outlook, Montana

# INDEX 1920-21

## A

Academy .....	31
Academic Commercial Course .....	33
Accredited .....	11
Admission .....	22, 31, 40
Administration, School .....	24
Ancient Languages .....	27
Algebra .....	28, 37, 53
Argumentation .....	30
Arithmetic, Commercial .....	41, 52
Articles needed .....	13
Athenian .....	15
Athletics .....	14

## B

Band .....	48
Bible Study .....	53
Biblical History .....	53
Biology .....	28
Board .....	12
Board of Trustees .....	2
Bookkeeping .....	41, 52
Books .....	21
Business Course .....	40
Business Practice .....	44

## C

Calendar .....	3
Calculus .....	28
Certificate, State Teachers' .....	25
Chemistry .....	29, 37
Church Doctrine .....	49
Civil Government .....	36
Classics .....	54
Commercial Academic Course .....	33
Commercial Arithmetic .....	41, 52
Commercial Law .....	42, 52
Commercial School .....	40
Composition .....	23, 34, 53
Copying .....	44
Correspondence Courses .....	52

## D

Debating .....	30
Dictation .....	44
Doctrine, Church .....	49
Domestic Science .....	29
Dormitories .....	12
Duplicating .....	44

## E

Economics .....	26, 29, 54
Education .....	23
Education, Religious .....	49
English .....	23, 34, 42, 53
English Classics .....	54
Entertainments .....	4
Expenses .....	12, 19, 41, 44
Extension Department .....	52

## F

Faculty .....	7
Farm .....	13
Fees .....	18
Foreign Language .....	26, 35
French .....	27, 35

## G

German .....	27, 35
General Information .....	10
Geometry .....	28, 37
Graduation .....	22, 31, 33, 41, 45

Grammar .....	34, 54
Greek .....	27

## H

Harmony .....	48
Health, General .....	50
History .....	25, 36, 50, 53
History and Organization .....	10
History, Biblical .....	53
History of Education .....	23, 54
History of Music .....	46
Home Economics .....	39
Honors .....	16
Hygiene .....	50

## I

Industrial Department .....	20
Information, General .....	10

## J

Junior College .....	22
----------------------	----

## L

Languages, Ancient .....	27
Language, Foreign .....	26, 35
Latin .....	23, 36, 53
Law, Commercial .....	42, 52
Law, State .....	25
Lectures .....	4, 16, 51
Lecturers .....	9
Library .....	13
Literature .....	34
Literary Society .....	15
Location .....	11

## M

Mathematics .....	28, 37
Memorials .....	14
Mimeographing .....	44
Modern Languages .....	26
Museum .....	14
Music, School of .....	46

## N

Needed Articles .....	13
Normal Training .....	48
Nursing .....	50

## O

Oratorical Contest .....	15
Orchestra .....	48
Organizations .....	14

## P

Patroness Society .....	15
Penmanship .....	41, 52
Physical Training .....	14
Physics .....	29, 37
Philosophy .....	50
Pianoforte .....	46
Political Science .....	25
Preparatory Course .....	39
Principles of Education .....	24, 54
Public Speaking .....	29, 44
Psychology .....	23, 54

## R

Rapid Calculation .....	42
Recitals .....	4
Register of Students .....	56
Religious Exercises .....	16
Religious Education .....	45
Religious Pedagogy .....	49

Reservation of Rooms .....	13	Science .....	28, 37
Rooms .....	13	Shorthand .....	42, 43
Rhetoric .....	23, 34, 54	Sociology .....	26, 36, 54
Rules and Regulations .....	17	Social Science .....	25
<b>S</b>			
Salaries, Teachers' .....	25	Spanish .....	27
Salesmanship .....	42, 52	Spelling .....	42
Sanitation .....	50	State Teacher's Certificate .....	25
Scholarships .....	20	Students, Register of .....	56
School Administration .....	24	Supplies .....	21
School Commercial .....	40	<b>T</b>	
School Hygiene .....	24	Teacher's Certificate .....	25
School of Music .....	46	Trustees .....	2
Story Telling .....	30	Trigonometry .....	28
		Tuition .....	18
		Typewriting .....	42



UNIVERSITY OF ILLINOIS-URBANA



3 0112 111962707